

Host Details & Agreement

Contact details:

Name:

Address:

Home phone:

Mobile:

Email:

Preferred method of contact:

Primary contact:

(eg if more than one person in the household, who is our main point of contact?)

About you / your household:

We ask these questions so that we can understand who lives / works in your home. Some clients may be more comfortable, for example, in a house with no men, or perhaps with no children (e.g. if they have had to leave young family behind, it may be too painful).

- Are there any other people living in your house apart from you?

Partner / Spouse

Children (under 10 / teenagers)

Lodger(s)

Overnight guests frequent

Overnight Guests occasional

Is everyone in your household happy with hosting?

Are there any other household issues we need to be aware of?

- Are there any other people frequently visiting or working in your home?

- Do you speak any languages apart from English?

- Are you happy to host a client of any religion or none?
We ask this because we work with clients of all faiths and none. Some clients may wish to practice their religion in your house e.g. praying in their room
- Are you a vegetarian household, and if so, are you happy for clients to eat/cook meat in your house?
We ask this because our clients have limited access to food and may receive non vegetarian food, e.g. tins of tuna in a food parcel, or may choose to buy meat with their weekly money.
- Do you have any pets?
We ask this because many clients have a fear / strong dislike of dogs.

About your hosted guest(s):

- How many people are you able to host at any one time?
 1 client 2 single clients 1 couple Other number or combination: _____
- Who would you be willing to host?
 Men Women M/F couple Male couple Female couple
- Assuming compatibility with the client and your availability, how long are you prepared to host for?
 3 days max (Emergency-short notice) Up to 2 weeks (short term) 2 weeks -1 month (medium term) 1 month + (long term)

About your home:

- What room / sleeping arrangements are you able to offer?
 1 single 2 single Twin 1 double Other
- Will hosted clients have access to the following?
 Bathroom
 Kitchen with cooking facilities and food storage (cupboard, access to fridge / freezer)
 Washing machine
 TV in shared lounge

Storage to keep clothing/belongings in their bedroom

- Can you tell us anything about bus travel into Manchester from your home?

Buses are usually cheaper than trains / trams, and many clients may save their money for a weekly ticket, eg if they volunteer regularly or attend frequent appointments.

Location of bus stop _____

Length of journey _____

Frequency of buses _____

Main bus number(s) _____

Using your address:

Usually, Boaz clients will use the Boaz office address to receive post. However there are 2 specific occasions when they may need to give the exact address where they are currently staying. (This is normally only relevant for longer term hosts.)

a) GP / hospital

In some cases, a client may register with a GP practice near your house. In other cases, a client may be referred for treatment / support at a location that needs to be near where they are currently staying. In these circumstances, would you be happy for the client to share your address with the appropriate people (GP / other NHS providers)?

Yes

No

b) The Home Office

When someone is refused asylum, the Home Office usually asks them to sign regularly at a local Reporting Centre. Our local reporting centre is at Dallas Court in Salford. From time to time, the Home Office will ask clients to give them their current address. It is important that clients are shown to be cooperating with requests, because if they refuse to give information, this will raise concerns with the Home Office.

Would you be happy for the client to give the Home Office your address if asked?

Yes

No

If you are not happy for the Home Office to be given your address, it doesn't automatically mean that you can't host with Boaz, but if the Home Office increase their demands for up to date addresses, we will need to review this with you.

Hosting agreement:

Following this meeting, if you decide that you would like to proceed as a volunteer host with Boaz, we will take up two references, and invite you to an induction session (if you haven't already attended one). We then ask you to sign the agreement below.

As a Boaz host, I understand and confirm that:

- I will abide by Boaz guidelines and policies as set out in the Volunteer Handbook
- I will ensure any others staying in the house while a client is present will abide by these guidelines
- I will seek immediate support from Boaz if I am concerned re any aspect of client behaviour (e.g. concerns about their mental or physical health, if they are asking for money or more support than agreed when they moved in, need help establishing 'house rules' etc.)
- I will only expect the clients to keep their own room clean, tidy away after cooking and contribute to **reasonable** shared household chores
- I am not expected to provide food, money or emotional/practical support to the client
- It is my responsibility to address any issues relating to council tax as a result of hosting directly with the council (for single person households only)
- I have contacted my home insurance provider and confirmed that my policy covers non family members staying with me as guests.

Signed:

Date:

Useful numbers:

Boaz office 0161 202 1056

Boaz Emergency Phone 07535 467877 (out of hours emergencies)