**Sanctuary Hosting guest interview form**

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| **Full name of applicant:** |
| **Names of interviewers:** |
| **Date of interview:** |

* **Introduce yourselves briefly.**
* **Let applicant know what to expect in today’s interview (45mins - 1 hour approx)**
* **Briefly explain the Sanctuary Hosting scheme. Ensure the applicant understands this is *not* a long term solution.**
* **Let them know next steps - what to expect after the interview if accepted onto the scheme - it’s fine if they decide they don’t want to hosted**
* **Explain that what is discussed is kept within Sanctuary Hosting.**
* **However, we will ask your permission to talk to other organisations about you. This would always be to help you with accommodation or your immigration case or your welfare.**
* **But if you tell us of harm to yourself or others then we will have to tell others as this is the law.**
* **Go through Guest Application: clarify anything needed, fill gaps, request any additional information.**
* **Ask additional questions below as appropriate.**

1. Please can you share with us a little bit about your situation and why you need hosting.

*(SH only needs enough information to ensure the applicant’s eligibility. This may already be clear from the application, in which case no need to ask for further details.)*

1. Where have you lived before? *(in UK)* What organisations/individuals have helped you with housing? What have you done to find housing?

(*Explore any people or organizations approached.* *Try and get a sense of how the applicant is coping.)*

1. Do you have friends/family/ members of your community who help you? Do they work/live near? (*Explore connections with faith groups / community centres / NGOs etc)*
2. Tell us a bit about yourself. What work have you done in the past? What would you like to do in the future? What do you like to do in your spare time - in the past / now?

Apologies if the next questions seem rather personal. We have to ask everyone, because people stay in private homes, with private families, and not everyone is suitable.

1. Do you smoke?

*(If yes to any of the below, explore further.)*

Do you drink alcohol?

Do you use any other substances such as marijuana or other drugs?

Have you ever been addicted to alcohol or drugs, or used them too much?

1. Have you ever got into fights? Or behaved in a violent way?
2. Some of the places people stay are in the city, others are in villages? Would you be okay with either?

*(Explain things like transport links as necessary)*

Please make a note below of any information collected during interview that isn’t included above, and include any additional observations you would like to make

LEGAL/IMMIGRATION CASE OR STATUS:

ECONOMIC:

MEDICAL:

PSYCHOLOGICAL:

SOCIAL:

LIKELY MOVE-ON OPTIONS:

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| **AFTER THE INTERVIEW**  **At risk indicators** *(please add additional notes where appropriate)*  **Disabilities**  **☐** Mental disability **☐** Physical disability / illness  **☐** Psychiatric / Psychological Needs  **Personal Risks**  **☐** Child or adolescent at risk **☐** Illiterate  **☐** Significant medical condition **☐** Pregnant / Lactating women  **☐** Older person at risk  **☐** Single parent  **☐** Domestic violence survivor  **☐** Victim of trafficking  **External Risks**  **☐** Failed asylum seeker  **☐** Street homeless  **☐** Irregular migrant  **☐** Lack of community support / Ostracized by community  **Protective indicators**  **☐** Actively interested in finding employment / voluntary work  **☐** Aware of his/her problems and is willing to take actions  **☐** Current access to services / benefits  **☐** Good relations with family  **☐** Good relationship with community  **☐** Good level of education  **☐** Practice physical activities  **☐** Practice religion  **☐** Relative/good health  **☐** Relative/good mental health  **☐** Other |

**GUEST AGREEMENT for …….**

**In being offered temporary accommodation through Sanctuary Hosting I agree that:**

1. As a guest I enjoy no rights as a tenant. Any accommodation offered to me via Sanctuary Hosting will be temporary and could end at any time without notice.
2. I will make every effort and follow all viable advice to find alternative accommodation, taking advice from relevant organisations.
3. I will actively engage with casework support from British Red Cross or other agencies while I am in the hosting scheme.
4. I understand that if reasonable alternative accommodation is found, I must accept this and/or leave the Sanctuary Hosting scheme.

1. I will not ask Sanctuary Hosting to cover any expenses that are being covered by another agency.
2. All the information I have given Sanctuary Hosting is accurate and honest and will continue to be so.
3. I have told Sanctuary Hosting everything that could be relevant to the decision to allow me to live with a host (e.g. addictions, illnesses, criminal history.). If accepted onto the scheme as a guest, I will continue to update Sanctuary Hosting accordingly.
4. I will respect any property where I live and keep the room in the same condition it was offered to me. I will respect the family members and house rules of any hosts who house me.
5. I will communicate regularly with my host and let them know in advance if I do not plan to sleep at the house overnight.
6. I will not take photographs of or in a host’s house, of the host or their family members or visitors without permission. I will not send any photographs or post them online without permission. *(Hosts also sign an agreement to respect their guests’ confidentiality.)*
7. I will not take any household belongings without permission. I understand that any theft from a host’s home will result in the immediate end of hosting and be reported to the police.
8. Any information Sanctuary Hosting has about me can be shared within the scheme and communicated to British Red Cross and Citizens Advice Reading (partners in the project) for my benefit and for the purposes of helping me to progress into independent living.
9. In addition, I agree to Sanctuary Hosting exchanging information as necessary with the following *(please include GPs, solicitors, support workers etc)*:

**Name of organisation/agency Type of information information may be shared with to be shared**

**Confidentiality** : Sanctuary Hosting stores information to enable our staff and volunteers to help our guests to the best of our ability. We may also use guest information for our own administration and to show funders what we are doing with the money granted to us. All information you provide is considered private and confidential. Information about you will not be shared with any other agencies (except those specified above) without your written consent, or when it is (1) required by law or (2) there is a reasonable concern that you or any other person’s safety might otherwise be at risk. You may contact Sanctuary Hosting at any time to update or delete your personal data.

**By signingthis form you are agreeing:**

* **With the terms of the agreement set out above**
* **That failure to comply with any of the requirements above could result in being asked to leave the scheme**
* **That Sanctuary Hosting will collect, store, analyse and sometimes share your personal data as described above**

**Signature**

**Name (capitals)**

**Date:**

**Privacy Notice*:*** *All personal information collected, stored and used by Sanctuary Hosting will be held within the provisions of the General Data Protection Regulation 2018. Sanctuary Hosting collects and uses your personal information to advance our charitable objectives and to assist us in monitoring and improving what we do. More specifically, we collect and use your personal information to match hosts to potential guests, to manage the hosting process, to keep supporters and donors informed, and to comply with our legal obligations. We do not share personal information with third parties except where it is necessary in order to carry out our charitable objectives or comply with our legal obligations. For our full Privacy policy please visit our website* [*www.sanctuaryhosting.org*](http://www.sanctuaryhosting.org) *or request a copy from a member of staff.*