

NACCOM's Hosting Good Practice Guide: Part 2

Appendix 1

List of Recommended Policies, Procedures and Forms

We recommend all good hosting projects to have the following documents in place:

Policies:

- Safeguarding Adults Policy
- Safeguarding Children Policy (this can be combined with Safeguarding Adults policy)
- Confidentiality and Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Social Media Policy

Members of the NACCOM network have access to a range of templates via the Members' Area on our website
www.naccom.org.uk

Procedures and Forms:

- Guest Referral Form and Guidelines
- Property Checklist – see appendix 5
- Guest Assessment and Agreement – see appendix 2
- Guest Consent Form
- Privacy Notice
- Host Assessment and Agreement - see appendix 3
- House Rules – see appendix 2
- Home Visit Assessment – see appendix 4
- Kids' Guide to Hosting – see appendix 5
- Advice Note on DBS Testing
- Risk Registers and Risk Assessments