

# NACCOM's Hosting Good Practice Guide: Part 2

## Appendix 3

### Sample Host Agreement

This Host Agreement describes the arrangement between **(state name of project)** and you acting as a Host. **(State name of project)** are so grateful you have agreed to host and we **(state name of project)** will support you and do all we can to ensure your experience with us is rewarding and enjoyable.

**The Organisation – (state name of project)** is a charity that facilitates hosting arrangements between Hosts and guests, linking with referral agencies and providing support for the hosts.

**Your role as a Host** - To provide accommodation for an agreed amount of time to a guest who would otherwise be street homeless and extremely vulnerable. There is no money or rent paid for the accommodation.

**Time Commitment** - Hosts will provide accommodation for a defined and agreed length of time. There will be an introductory trial period of one week and this will be extended with the agreement of the host. We will always advise hosts about the potential time frame before they agree to a placement, although this can be subject to change.

#### The Role of The Host:

- Provide a warm, supportive and safe environment for the guest.
- Provide a bedroom, clean bedding, towels and access to laundry, bathroom and kitchen facilities.
- Provide meals as agreed beforehand.
- Where appropriate, signpost the guest to local agencies and services.
- Inform **(state name of project)** if there are any concerns with any aspect of the placement.
- Follow (state name of project) policies and procedures.
- Be available to speak to us for placement reviews.
- Maintain the confidential information of **(state name of project)** and the guests.
- Provide referees and agree to a DBS check.
- Attend Host Training
- Ensure appropriate hosting cover in house insurance
- Show empathy and understanding towards your guest
- Be willing to communicate with someone from a different cultural background
- Maintain safe boundaries
- Support the guest to make their own choices, helping them move towards independent living.
- Provide your own personal support and one mentoring relationship outside of your home for your guest.

Your point of contact is:  
**(state name of project, staff member and contact details)**

**Hosting Project Role:**

- Provide induction about **(state name of project)**, including policies and procedures information, and the training required to meet the responsibilities of the role.
- Review home Health and Safety issues with potential hosts and raise awareness of the potential requirements around these.
- Liaise with referral agencies to find out as much information about each guest as possible before placement, allowing hosts to make informed decisions about potential guests.
- Ensure hosts are well supported, holding regular reviews of each placement, and being available to discuss issues and celebrate successes.
- Provide public liability insurance cover for hosts.
- Reimburse 'out of pocket' expenses as per project guidelines.
- Provide and maintain up to date DBS checks for each host.
- All hosts are operating in accordance with our Equality, Diversity and Inclusion policy.
- To try and resolve any problems encountered whilst volunteering with us fairly and within reasonable timescales.

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither you, as a Host, or **(state name of project)** acting as a coordinator of the Host, implies or intends any employment relationship to be created now or at any time in the future.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date