

Hosting Good Practice Guide Appendices

Part 2: Key Considerations for Hosts and Hosting Organisations



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Appendices

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

Sample Guest Agreement (and House Rules)

A. By accepting of an offer of accommodation from (*state name of project*), the guest agrees to the following conditions.

- The guest has no legal right to stay at the host's house and agrees to leave if the host requests it. When possible, hosts will give advance notice of a request to leave. There is no guarantee that (state name of project) will find alternative accommodation. The guest understands that hosts may need to write a formal eviction letter in order for them to move on.
- 2. Guests will engage with their support worker and actively pursue their move-on plan.
- 3. The guest will abide by all house rules set by their hosts (see House Rules below).
- 4. The guest will attend any meetings arranged with the host and / or (state name of project).
- 5. The guest accepts that, if required to do so by an official of the state, (state name of project) and /or hosts may have to disclose details of their address. In other circumstances, the Project will respect guests' right to confidentiality as per the (state name of project) Confidentiality Policy.

- 6. The guest agrees to respect the host's right to confidentiality and not to divulge any details about the personal life of the host, their family or household to any other person without prior consent. This includes the use of social media.
- 7. The guest agrees to allow the host to enter and view their room at any time. Hosts will however respect guests' rights to privacy and will only enter without prior agreement if they have serious cause for concern.
- 8. The guest agrees to move to a different room in the host's home if requested to do so by the host.
- 9. At the end of the hosting period, the guest agrees to leave their room in the same state and condition as it was when they arrived.
- 10. The guest agrees to let their host know when they go out, when they will be expected to return home and to keep in touch with the host via mobile phone if this changes.

B. Without the clear permission of the host the guest agrees not to:

- 1. Invite visitors into the home or to allow anyone else to stay overnight in the home.
- 2. Allow anyone else to store their belongings in the home or alter any of the decorations, furniture or fittings in their bedroom.
- 3. Invite salespeople into the house or enter into any agreements using the house address.
- 4. Leave any of their belongings in the host's home when they leave.
- 5. Enter any bedrooms belonging to the host or their family.

C. Sample House Rules

The following issues should be discussed at the introductory meeting and any comments added:

1. Keys and security of the house.

E.g. Our guest will be issued with front and back door keys and must make sure they leave both doors locked when they go out.

2. Times when it is expected that guests will be out of the house.

E.g. Guests can go out whenever they choose but must let us know if they are staying out late.

Signatures:

Explained by

2

3. Meals, cooking and food storage

E.g For other cooked meals, use of the kitchen is available but they can also share our meals. If using the cooker, please try to avoid using at the same time as other house members.

4. Use of Shared Spaces (eg living room)

E.g. Guests are welcome to join us watching TV in the living room but will have their own TV in their room. Dining room and utility room are also available.

5. Use of bathroom (times, expectations around maintaining its cleanliness etc)

E.g. Guests to avoid using bathroom before 9am but can use the shower downstairs at any time. Please make sure you keep these areas clean and tidy after use.

6. Use of household equipment (eg telephone, computer and washing machine)

E.g Use of telephone on request. We are happy to use the computer on guest's behalf. Use of washing machine and iron is on a first come, first served basis.

7. Guests' own electrical equipment. E.g To be used in own room. Please do not leave heated items on the floor or bed.

8. Do not use of portable heaters unless provided by the host.

9. Storage space for guests' personal belongings

E.g The following will be provided - Wardrobe, chest of drawers, tall shelving unit, bedside cabinet and TV unit all supplied.

10. Smoking

E.g. Smoking is permitted in the back garden only. Please dispose of all cigarette ends in an outside bin.

11. Use of alcohol

E.g. We are moderate regular drinkers and are happy to share with others but please do not help yourself.

12. Normal bed and waking times

E.g. We go to bed between 10pm and midnight. We get up at 7am on weekdays, 8:30am on Sundays and later on Saturdays.

13. Cleaning

Guests are responsible for cleaning their own room.

14. Household pets

E.g No pets but we do feed the wild birds in our garden and love watching them!

15. Covid-19 house rules

Please ensure you follow the government guidelines.

16. What is guest's biggest concern/what worries them about the possibility of coming to stay at this home?

Date

Date

Any other comments.

Guest

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.

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.

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.

- 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

Home Visit Assessment

To be completed on site by staff	
Host name/s	
Address	
Date Assessed by	
Check through the answers on the completed application form.	
Why are they interested in hosting?	
What were their expectations of hosting (ie length of time)?	
What were their expectations of hosting (ie length of time)?	
Are all household members over 18 years old present at the visit?	Yes No
Is everyone in the house happy to be part of the hosting scheme?	Yes No
If the property is rented, who is the landlord? If it is housing associ regarding right to rent.	ation or private rented there may be issues

Have they talked to the landlord about becoming hosts?	Yes	No No	
Are they in receipt of any discount or disregard to their council tax ie single persons discount, and which authority do they live under?	Yes	No	
Are they in receipt of housing benefit?	Yes	No	
House and contents insurance policy explained re: lodgers			
Criteria for guest:We will not place single men with single women and vice versa			
 We operate an equal opportunity policy, and guests may come from language 	om any country,	or have any religion, or	
Male Female Other			
If the application is from a couple, how would they feel about the g overnight? Would it be an issue for the hosts if there are mixed gen 			/
Infectious diseases Yes No If yes, specify:			
Smoker Yes No			
How much interaction would they like with the guest? Meal times			
Shared living spaces			
What is the preference of the hosting time limit and any times they	are not availabl	e?	_
4 Weeks Longer term more than 4 weeks			
How long?			
Times not available			

From when would they be available to host?		
Are there any health issues or disabilities within the host family/household that need to be considered?	Yes	No
Do they have any experience of sharing a home with non-family members?	Yes	No
Interests/hobbies		
Nearby public transport, buses, metros, local amenities. The p transport , as the guest will need to travel most days.	roperty needs to be a	accessible by public
The guest will have use of (please tick all that apply)		
Washing machine Their own TV Commun	nal TV (with permission)	
House telephone (with permission)	mission)	rnet (with permission)
The guest will		
Share meals with the host Cook their own meals	A combinat	ion of these
The guest can		
Use food that is in the house Use their own food	A combina	tion of these

The guest will clean their own room and bedding?	Yes	No
The guest may smoke in the house?	Yes	No
The guest may smoke in the garden?	Yes	No
The guest may drink alcohol in moderation in the house	Yes	No
The guest may use their own electrical equipment – an RCD socket is recommended to plug their equipment into	Yes	No
The guest may invite friends to the house		
With permission and pre-warning Anytime	Never	
Normal bedtimes and quiet time in the house:		
Bathroom to be left vacant for hosts	Yes	No
In the initial week trial period we do not expect guests to have have their own key?	e keys. For the rest of	the placement will they
Yes No To be confirmed after the init	ial trial week	
There is a burglar alarm	Yes	No
After the initial trial week, the guest can		
Come and go as they please (keys will be needed for this)		
OR leave the house before	and return after	
OR must not be in the house without the host		
If the guest does not intend to come home for a night, they ne to contact the host and let them know	ed Yes	No
Are there any chores that all household members are expecte	d to do?	
Any other rules to be agreed:		

Confirm next steps with host - tick to confirm this has been explained

References	DBS certificates and ID needed	Training	Immigration address
Overall conclusions	s of the household		
Assessment outco	me		

Hosting Property Check List

Address	
Name of Owner/Occupier	
Contact Number	
Email Address	WiFi: Yes No
Property checklist for	, to be completed by
This checklist is to satisfy host: that it is safe and secure and has the faciliti	about the accommodation that has been offered by a es that we are seeking from the host household.
This checklist covers:	
 Safety Facilities Pets General comments 	
1. Safety Issues	
Working smoke alarms	Yes No
Permission for referral for home safety check	Yes No
Gas safety certificate	
Carbon monoxide alarm	
Access into house – number of steps	
2. Facilities	
Guest's bedroom	
Size of room	What floor is it on
Bed size	Storage space
Bathroom	
Lock on bathroom Yes No	Bath/shower
What floor is it on	
Kitchen	
Storage space for guest food Yes	No Cooker/hob and type
Washing machine Yes	No

Communal living areas

ooms to be shared	
ommunal TV Yes No	
Pets (Complete for each individual pet)	
/pe 1st	
emperament: boisterous / playful / jumps up / affectionate / hides / nervous / obedient / docile / likes peopl	е
nimal reaction to visitors	
ther pets	
General Comments- state of repair/cleanliness/accessibility issues	
bservations including	
sues to be addressed	

Signed

Date

Kids' Guide to Hosting

Hello!

As a family, you and your parents have talked about having someone to live with you in your home. Maybe the word 'hosting' is one you haven't heard much.

What does hosting mean?

When you are invited to your friend's house for tea, or a sleepover, your friend's parents are hosting you.

They will keep you safe.	They will be kind.	They will treat you like one of the family.
They will give you food to eat.	They will give you a bed to sleep in.	If you're not well or have a bad dream, they will look after you.

The hosting that you and your family give is more than that because the person who comes to you will live with you in your house. They will not be going home to their own family and may stay with you for quite a long time until they are able to look after themselves again or go home.

When this person comes to live with you and your family, you become their host family.

You won't know them yet and they might be from another country and speak a different language.

Their own family might live far, far away. They might have had some bad things happen to them, perhaps because of a war or something else. This has meant that they have had to leave their home and family, and they might feel lonely or afraid. They might feel scared about coming to live in your home and worried about what might happen to them. They are coming to live with you because they don't have a home of their own at the moment.

They will have their own bedroom in your house.

They might share a bathroom with you and your family.

They might eat meals with you and your family or may want to eat by themselves sometimes.

They may find it hard to join in with your family at first.

How Will Hosting Make You Feel?

At first, it can feel strange to have someone else in your home and family, but after a while as you spend time together, help take care of them and learn new things, you get used to each other and it will feel right again.



Why Does This Person Need a Safe Place to Live?

There are lots of reasons why people who come to our country need our help and support. Perhaps they have run away from a war and need somewhere safe to stay for a while. Perhaps they were made to feel unsafe by their Government or other people in their own country, and they had no choice but to leave. Perhaps the UK Government has not properly understood their story and they are now left homeless with no money. A person who is forced to leave their own country to find safety in another is called a refugee or a person seeking asylum (which is another way of saying "safe place").

[The following section is specific to modern day slavery] Sadly, sometimes, they find a job but it isn't a real job at all and they have been tricked by bad people and forced to work for them. They might work in a car wash, a nail bar, a building site or be a servant in someone else's house. They work very hard but aren't paid any money at all. They don't have any friends or family to help. They often don't speak our language well, and they are in a strange place with nowhere to live. They are often badly treated and hurt but aren't allowed to leave the job. They are scared of the people who keep them like this.

This person is called a slave. You may have learnt about the African slave trade at school and thought it was all history. It isn't. There are more slaves in the world now than there have ever been. Even in our country. It's against the law to make and keep people as slaves, and when the Police find out, they rescue the slaves and punish the slave keepers.

The slaves who are rescued are given a safe place to live for a few weeks so that they can start a new life. After a few weeks they don't have anywhere else to go. They don't have any money to pay rent. They still have no friends or family to help. Who can they trust?

How Can You and Your Family Help?

- Together with your family, you can help to make them feel safe in your home.
- Together with your family, you can welcome this person into your home.
- This person is invited to share your family.
- Together, you can help this person feel loved again.
- Together, you can help this person build their life again.



What Might This Person Be Like When They First Come?

This person may have been very badly treated as a slave or have been left on the streets homeless as a person seeking asylum. Often bullied and physically hurt.

They don't know your family and may be afraid that you will treat them in the same way.

Because they are so frightened, they might find it hard to go outside, or walk to the shops or the park.

- They may cry a lot.
- Sometimes they may be very quiet, or at other times very noisy.
- The slave work they were forced to do could have been all different hours of the day or night, so this person may find it hard to sleep at night like we do or get up in the mornings.
- This person might be frightened of all kind of things that don't frighten you at all.

How Can I Help Make a Difference?

You have a very important job to do in your family that will make a huge difference to this person. There is no one else who can do it as well as you can. This very important job is to be yourself. You don't have to try to be perfect or scared to try and help. Just be your normal self.

Because you care, you will find yourself looking for ways to help this person feel at home with your family. This person may feel that there is no one who can love and care for them anymore, and that they are not worth loving. By doing the smallest things like showing them which is their own special chair at the table, making them a placemat, making them a drink, a birthday card or cake, you will show how much you care.

Sometimes this person will need time to sort stuff out with parents? and you can give them that time.

When this person feels more at home with you, they may want to cook something from their own country for you all to try. It's a way they can thank you for opening your home, and it also reminds them of good times with their own faraway family. You may find their food very different, or even not like it at all, but always try to eat it if you can. You can be polite and find some good things to say about it. By eating their food you are showing that they are loved.

If you are a family that enjoys baking and cooking together, this person will see the fun you have and that no one is forced. They might like to be asked to help prepare things together, to be part of the family.

This person might not believe in God or might not believe in God in the same way as you and your family. They might pray in a different way or celebrate different festivals. You can ask them questions about what they believe and how that works for them but listen carefully to what they say and don't try to argue. They may want to join in your festivals and celebrations, and they may have lots of questions. It might be the first time they have seen a family celebrate the way your family do.

Remember, if you get worried or don't understand why this person is being the way they are, you can talk it through with your parents. Being part of a host family is a huge present to give to this person.

Soon this person will have a name, a face, and a place in your home and family. As you and your family learn to love and care for this person, they will give huge presents to you.

Not a new X-Box. Not a new trampoline. Not a trip to Disneyland. But presents that will make you happy in different ways.

- After a while, you may see them begin to relax. And you will be happy because you helped them feel safe.
- After a while, they may smile sometimes. And you will be happy because you helped them find things to smile about.
- After a while, they will learn to speak more of your language. And you will be happy because you helped them learn the right words to say.
- After a while, you may learn some of their language. And you will be happy because you have made them happy.
- After a while, they may want to join in some of the things your family do. And you will be happy because you helped them not to feel so lonely.
- After a while, they will leave your family and move on somewhere else. And you will be happy because you have helped someone become alive and stronger again.

Remember:

Be Yourself

^{and} for this person

¹⁰ Your parents if you are worried

Understanding Trauma

Most of our guests will have experienced trauma at some point in their lives. It is important to be aware of how trauma may affect them and therefore any behaviours that might relate to this.

The Effects of Trauma On The Brain

The brain's normal response to danger is that the amygdala releases a surge of stress hormones (adrenaline, norepinephrine etc.), a survival mechanism, sending someone into a fight or flight response. When the danger has passed the body is exhausted and it takes time to recover and return to a place of rest. This is designed to be a short-term reaction.



When someone suffers trauma, the brain experiences the same surge of stress hormones, inducing fight or flight.

A trauma is an event or experience that is deeply distressing to someone:

"A response to discrete or prolonged circumstances which at some point is perceived by the person to be an uncontrollable serious threat to physical or psychological integrity and which some point overwhelms emotional resources"

- Trauma Informed Working training, Wigglesworth and Hanson

Ongoing trauma and ongoing trauma experienced in childhood, or Adverse Childhood Experiences (ACEs) causes the brain and body to remain in a heightened state of tension, this leads to physical and mental 'wear and tear' on the body (allostatic load).



In children, ongoing ACEs, also reduce neural connections in the thinking brain, limiting cognitive ability. Remaining pathways to the thinking part of the brain are weakened and the pathways to the survival part of the brain strengthened, which effects their ability to cope with adversity as adults. The infographic below explains what might happen in someone suffering inescapable trauma.



The Effects of Trauma

The main effects of trauma can be described under four headings: psychological, physical, emotional, and behavioural, though they will be interconnected.

Psychological

Those who have experienced repeated trauma will usually also struggle with their mental health; anxiety, depression, Post Traumatic Stress Disorder (PTSD) and Complex PTSD (CPTSD) are frequent.

PTSD is an anxiety disorder where someone relives the traumatic experience/s through nightmares and flashbacks. This could occur immediately after a traumatic experience or weeks, months or years later. They may also experience the symptoms below:

- Nightmares
- · Flashbacks
- Repetitive distressing images
- Physical sensations (pain, sweating, feeling sick)
- Feelings of isolation
- Irritability
- Feelings of guilt
- Avoidance of things that trigger flashbacks
- Hyperarousal (constantly aware of threats)
- Insomnia
- Difficult to concentrate
- Trying not to feel at all

CPTSD can occur in someone who has experienced reoccurring trauma, such as violence, neglect, abuse or modern slavery.

Complex PTSD is thought to be more severe if:

- the traumatic events happened early in life
- the trauma was caused by a parent or carer
- the person experienced the trauma for a long time
- the person was alone during the trauma
- there's still contact with the person responsible for the trauma

As well as experiencing the symptoms of PTSD the sufferer of CPTSD could also experience:

- · difficulty controlling emotions
- dissociation (periods of losing attention and concentration
- physical symptoms (headaches, dizziness, chest pains, stomach aches etc.)
- relationship difficulties
- cut themselves off from friends and family
- destructive, high-risk behaviours (self-harm, alcohol or drug misuse).
- Suicidal thoughts

The diagram below shows the areas of the brain that are affected by PTSD and how it effects their functions.

Prefrontal Cortext

- Abstact thinking
- Personality development
- Behaviour regulation
- Planning
- Problem solving

Amygdala

- Decision making
- Emotional memories
- Regulates behaviour
- Initiates response to fear

- Hippocampus
 - Memory consolitation
 - Navigation and spatial memory
 - Learning

Physical

There are many physical effects of trauma that are directly linked to the psychological disorders:

Pain	Sweating	Feeling Sick	Dizziness
Trembling	Shaking	Insomnia	Headaches
Chest pains	Heart Palpitations	Tiredness / Exhaustion	Irritable Bowel Disease

It is also possible that the 'wear and tear' of living with ongoing trauma has, over time, caused other physical illnesses. Research has linked trauma to stress related illnesses such as: "chronic...breathing difficulties, asthma, frequent colds, sore throats; addictions such as alcohol or drug misuse...skin disorders such as eczema; gastro- intestinal problems...gynaecological disorders...a whole range of auto-immune disorders...and certain endocrine problems such as thyroid dysfunction..."

- Kim Etherington, 2003

Emotional

Trauma also effects the emotional life. Initial emotions might be fear, anger, sadness and shame. Survivors may also experience some or all the following at various points:

- repression of emotions, due to fear of losing control
- denial of feelings associated with the trauma
- numbness and lack of emotion
- low self-esteem and lack of worth
- feel different or see themselves as 'damaged goods'
- somatisation (a focus on bodily symptoms as a way of avoiding emotional pain)
- dysregulation of emotions (anger, anxiety, sadness and shame)
- substance abuse
- · compulsive behaviours e.g. overeating

Survivors might also discover creative, healthy ways to channel their emotions such as physical fitness or a passion for helping others who have suffered as they had.



Behaviour

Many of the behavioural responses to trauma have already been mentioned as all four areas are so interrelated.

Avoidance	Hyperarousal	Difficulties Concentrating
Self-isolation	Relationship Difficulties	Distructive, Risky Behaviours

Survivors of trauma suffered at the hands of others may struggle to trust or be afraid of those in authority. This could affect the way they relate towards others or come out in their relationships. Some may associate elements of trauma with their current circumstances, reacting in the present as if they were still unsafe. Some survivors may try to take control by being assertive or even aggressive towards others, others may feel like they have no control, struggling to make even small decisions.

Resilience

Resilience allows a person to: adapt to challenges, feel connected to a family or community, develop self-regulatory skills, develop a positive self-view and feel motivated to change their environment or behaviours. As survivors develop resilience it can aid recovery and relationships going forward.

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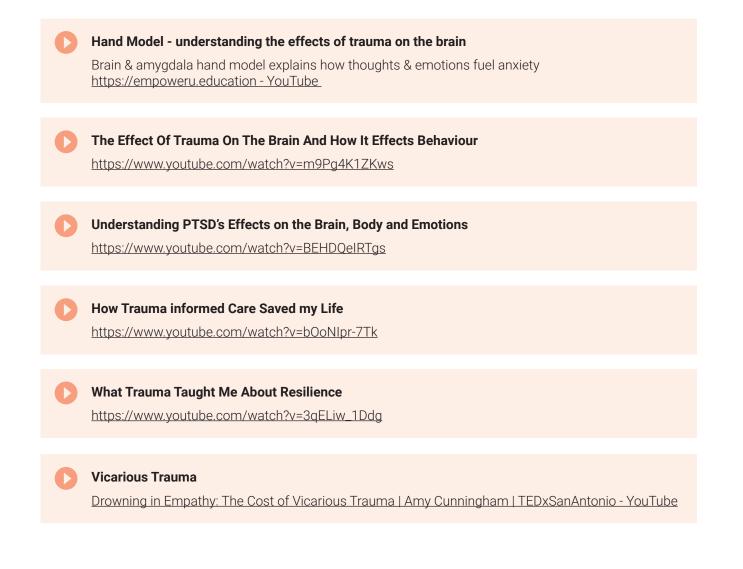
Resilience is the ability to recover from setbacks, adapt well to change and keep going or choose to give up the face of adversity, so we emerge stronger, wiser and more able.

- The Oasis School of Human Relations

Developing resilience can be helped by the six areas below:



Useful Videos



Further Reading and Useful Websites

Understanding The Effects Of Trauma	
https://www.ncbi.nlm.nih.gov/books/NBK207191	1/

Dr. Chris Cortman & Dr. Joseph Walden (2018) Keep Pain in the Past. Mango Publishing Group PTSD UK

https://www.ptsduk.org/

