



Scottish Overseas Guardianship Association

Pamela Keracher

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Perth

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28/01/2020

HOST FAMILY APPLICATION FORM

1.0 Personal Details

It is essential that the Scottish Overseas Guardianship Association is provided with the following information about every potential host family.

1.1 Information about Guardians

Given Name:

Surname:

**Primary Contact
Telephone Number:**

**Secondary Contact
Telephone Number:**

Home Address:

Post Code:

E-Mail Address:

Your Occupation:

Spouse or Partner's Name:

**Spouse or Partner's
Occupation:**



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1.2 Information about Host Family Household

Number of Adults in Household:

Number of Children in Household:

Please name, age, and sex all members of the household in the table opposite.

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Family Interests and Hobbies:

Household Animals:
(Yes/No)

Is yes, please specify:



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1.3 Household Legal Disclaimer

In order to comply with current Social Services guidelines and Child Protection Legislation, we would be grateful if you would answer the following questions. Police checks will be carried out on all applicants.

Has any full-time resident in the household ever:

(Please tick YES/NO)

| | YES | NO |
|--|--------------------------|--------------------------|
| 1.3.1 been convicted of any offence against a child? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.2 been entered on the child protection register or been subject of a child protection plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.3 had a child removed from your care by order of a court or Local Authority? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.4 been denied access to, or been made subject of an injunction regarding your own or other children? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.5 been disqualified (under the Children Act 1995) from activities as a foster parent? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.6 been refused registration under the Children Act 1989 e.g. as a child minder? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.6 been on the list of individuals barred from working with children or otherwise disqualified to work with children, administered by the DBS/Disclosure Scotland or subject to sanctions imposed by any regularity body? | <input type="checkbox"/> | <input type="checkbox"/> |



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1.3.7 had family court, civil court, or criminal justice system incidents/appearances?

YES

NO

1.3.8 been convicted of a criminal offence or have a court case pending trial?

YES

NO

1.3.9 ...been subject to a 'sex offender order,' civil finding or injunctions ... court matter, domestic situation child or children)?

YES

NO

1.3.10 Have you ever registered with another agency such as Social Services to provide foster care or childminding services?

YES

NO

If so, please give details, including the name of the agency:

Can SOGA approach this agency for a reference?

(Yes/No)

Do you have a current disclosure certificate?

e.g. Protection of Vulnerable Groups?

(Yes/No) *If yes, please specify for which organisation.*



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1.4 Accommodation Details

1.4.1 Property Details

House Type:

Indicate what kind of dwelling you would use to host students, e.g. semi-detached, flat.

Number of Bedrooms:

Please number how many rooms will be available for our students, and of how many beds.

Number of Bathrooms:

Number of Toilets:

Please attach or enclose a photo of bathrooms, toilets and bedrooms.

Do you have access to a wireless internet? (Yes/No)



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1.4.2 Hosting Experience

Have you ever hosted paying guests or students before in your home?

If yes, please specify the kind of guests and how many years of experience you have.

Have you ever hosted foreign students?

If yes, please specify the countries of origin and how many years of experience you have.

Will you be having other guests staying?

If yes, please specify name, age, sex and nationality.

1.4.3 Guest Preferences

What kinds of students would you prefer to host?

*Indicate a preferred gender, religion, age, etc. if any. Please state any nationality you would **not** like to host.*



HOST FAMILY APPLICATION FORM

1.4.4 House Rules

Will you give use of front/backdoor keys to students over 14 years of age? (Yes/No)

Do you follow a special diet?

If yes, please specify.

Do you work night shifts or unusual hours?

If yes, please specify.

Other Relevant Information.

1.4.5 Transport

Do you own a car? (Yes/No)

Do you have good/available bus transport?

If yes, please specify.

Are you comfortable traveling long distances or would you want SOGA to courier students?

Other Relevant Information.



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1.5.1 Applicant Declaration of Consent

Please read this Declaration of Consent carefully and sign below to confirm your agreement

I confirm that I understand that the wellbeing and safeguarding of the children and young people is central to SOGAs ethos and that in order to comply with current Social Services guidelines and Child Protection Legislation, it is necessary for the organisation to carry out police checks with Disclosure Scotland.

I confirm that I am clear and fully informed, and my consent is freely given for the purposes of obtaining a disclosure certificate.

I understand my information will be stored and processed in accordance with the Data Protection Act 1998. That SOGA will treat my personal information as confidential and we will not disclose it to any third party except with your prior agreement.

Full Name

Date

Signature

1.5.2 Referees

*Please submit the names and addresses of **two referees** (not relatives) who we may contact can comment on your ability to provide appropriate care to children placed by SOGA.*

Name:

**Telephone
Number:**

E-Mail Address:

Relation to you:



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TERMS AND CONDITIONS

1. SOGA will settle the agreed expenses per student per night/per week, pro rata as necessary to the home stay accommodation provider (hereafter referred to as “the host”).
2. Remittances will be made by bank transfer unless otherwise agreed.
3. Guardianship Students require full board accommodation. Summer School students require half board accommodation on college days, with full board accommodation at weekends. Students supply their own snacks.
4. The host must provide the student with a bedroom containing a bed, adequate hanging and drawer facilities, chair and bedside lamp. Study space with internet access should be available and is essential for Guardianship Students
5. Appropriate arrangements should be made for all students to have access to the house if you expect to be out when they are due back.
6. Hosts must inform SOGA or their representatives if they are intending to accommodate any other students at the same time as a student from the Company. Host families must advise SOGA if they find it necessary to leave their students in the care of another adult (including a relative) as this has implications under the Protection of Vulnerable Adults and Child Protection Policy and guidelines .
7. A meeting point will be advised where the host should meet the students on arrival. The host should take the students to an agreed point for their departure.
8. The organisation reserves the right to reclaim any expenses over payments SOGA to the host.
9. Whilst every effort is made to comply with a hosts’ student preference, SOGA cannot guarantee to always meet the exact requirements.
10. SOGA should be informed immediately if a student becomes ill or behaves inappropriately.

I confirm that to the best of my knowledge the information given on this form is correct. I agree to abide by the Terms and Conditions as stated by SOGA, a copy of which I have kept.

Host Family

Date

SOGA

Date

Disregard - For Office Use

Family Interviewed on

Interviewed by

References requested

References received

CRB forms received

CRB forms submitted



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2.0 Home Visit Report

Date of Visit:

SOGA Employee Present:

Pen Picture of the House:



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Overview of Visit

| | Seen | Discussed |
|------------------------------------|------|-----------|
| Public Area used by students | | |
| Bedroom | | |
| Kitchen | | |
| Wellbeing and Safeguarding | | |
| Infection Control | | |
| First Aid | | |
| Management of ill students | | |
| Smoke Alarms | | |
| Carbon Monoxide Detector | | |
| Home Insurance | | |
| Safety Documents (i.e. Gas Boiler) | | |