

Thames Hightech Ltd

Checklist for Homestay Accommodation 2025/26

Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Homestay name: _____

Address: _____

Primary carer(s): _____

Staff member carrying out check: _____

Date of visit: _____ Type of visit: Initial / Annual / Follow-up

Other notes: _____

1. Documents and suitability checks

Requirement	Yes	No	N/A	Comments
Identity documents seen where required (for example first approval or updated checks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant DBS details checked for required adults.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas safety certificate seen where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home insurance discussed / confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle insurance discussed / confirmed where transport may be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Household composition discussed and recorded, including regular overnight adult visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Accommodation checks

Requirement	Yes	No	N/A	Comments
Non-smoking environment or smoking arrangements clearly disclosed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pets in the household recorded where relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bedroom(s) viewed and suitable for the proposed student placement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate hanging and drawer space available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable study space with desk / chair / lighting where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Social areas are clean, well kept and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating and lighting are suitable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate hot water available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom facilities are suitable and privacy is protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any CCTV is lawful, proportionate and does not compromise student privacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Important reminders for discussion with the homestay:

- Students must have appropriate privacy.
- Students must not share a double bed.
- Total hosting numbers must remain within relevant AEGIS expectations.
- Age-mixing arrangements must remain appropriate.
- No bed-and-breakfast or paying guest arrangement should operate alongside hosting an AEGIS student unless clearly permitted and assessed.

3. Health and safety checks

Requirement	Yes	No	N/A	Comments
Smoke alarms present and reported to be working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carbon monoxide alarm present where required and reported to be working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual check of general electrical safety satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire escape / evacuation arrangements discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire blanket / extinguisher discussed where present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open fire arrangements discussed where relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matches / lighters stored safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Basic first aid kit available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medication stored safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alcohol stored appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Basic food hygiene awareness evident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Care provision

Requirement	Yes	No	N/A	Comments
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Full board meals can be provided, taking account of dietary needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable snacks and drinks are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laundry arrangements are suitable for overnight stays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervision expectations discussed and understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet / online safety expectations discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transport expectations discussed where relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Training and induction

Requirement	Yes	No	N/A	Comments
Key contact details provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures provided / explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homestay Handbook provided / explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding training certificate seen where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual safeguarding update completed / discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual general update completed / discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Updated policies / handbook changes discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. Safeguarding understanding

Requirement	Yes	No	N/A	Comments
Homestay understands how to report a safeguarding concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homestay understands low level concerns / allegations reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homestay understands supervision expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homestay understands professional boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Homestay understands missing student procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Additional comments and actions

Issue / comment	Action required and by whom	Completed
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Checked by: _____ Date: _____

Homestay acknowledgement (if used): _____ Date: _____