

Open Door Host Roles and Responsibilities

What do Hosts need to provide for a Young Person?	On Supported Lodgings	On Nightstop
A warm welcome	✓	✓
Own room with bed, chest of drawers & somewhere to hang clothes	✓	✓
Front door key	✓	●
Bedding/Towels	✓	✓
Basic Toiletries	●	✓
Toilet Paper/Laundry Detergent	✓	✓
Evening meal and Breakfast, something for lunch	✓ *	✓
Snacks	●	●
TV in bedroom	●	●
Clothing/Pocket Money	●	●
It is the responsibility of a Host:		
To follow all YMCA BC Group Policies including Child Protection, Safeguarding & Equality & Diversity Policies.	✓	✓
To follow the Open Door Duty of Care Procedure if a Young Person does not return home at the agreed time.	✓	✓
Collect weekly self-rent from Young Person	✓	●
Keep home in a reasonable condition – as free from clutter as possible.	✓	✓
Ensure that home is covered by adequate insurance	✓	✓
Transport Young People to appointments	●	●
Ensure that you have correct car insurance in place if transporting Young People from the project	✓	✓
Respect the Privacy of a Young Person	✓	✓
Carry out fortnightly room checks	✓	●
Keep yourself safe	✓	✓
Inform YMCA staff of: <ul style="list-style-type: none"> ● Changes in personal circumstances ● Problems with the young person 	✓	✓

<ul style="list-style-type: none"> • Any Frustrations/Worries • Self-rent arrears 		
Inform the YMCA of any damages caused by a young person ASAP.	✓	✓
Inform the YMCA within 14-days of any planned holidays	✓	•
Respect the Christian Ethos of the YMCA	✓	✓
Inform Benefits Agency of any payments received for providing Supported Lodgings or Nightstop if you are in receipt of any Benefits.	✓	✓
Pay any tax due to Inland Revenue on money received for Supported Lodgings.	✓	✓

* Rent option 2 only. On rent option 2, sometimes the Host will supply food provision and the young person will make their own food, depending on the arrangement.

