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**Host Checklist**

This list is intended to serve only as a guide to a possible checklist for an intern’s host. It is taken from Appendix 7 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on [isenior@baptist.org.uk](mailto:isenior@baptist.org.uk)

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**Host Checklist**

Taken from the [Internship Best Practice Handbook](http://www.baptist.org.uk/internshiphandbook), Appendix 7

**Host Checklist**

(with special thanks to [South West Youth Ministries](https://swym.org.uk/) for letting us use and adapt their host checklist)

This checklist is to help hosts to share information about expectations, details of family members, etc. There are a few questions for the hosts to answer before the intern arrives, plus a few ideas of what information needs to be shared once the intern has moved in.

Hosts are expected to read through this checklist, answer questions and email it the intern’s line manager. Within the first week, hosts should talk through the checklist with the intern to see if any changes need to be made, then sign and return the agreement to the intern’s line manager.

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| --- | --- | --- |
| **Questions to Answer** | **Things to Consider** | **On Arrival** |
| **Cleaning & Washing**  How often is the intern expected to clean the room?  What other cleaning/clearing up is the intern expected to do?  Is the intern responsible for their own clothes washing? | It is reasonable to expect the intern to keep the room clean and tidy but make expectations clear as the intern may or may not have been involved in cleaning in their own home.  Establish what cleaning duties the intern has, e.g., cleaning the bathroom once a week. | Explain how the washing machine/dishwasher work and where cleaning products are stored.  Explain routine for emptying bins, recycling. |
| **Cooking & Meals**  What meals will be prepared for the intern?  How much notice does the intern need to give if a meal won’t be needed?  How often is the intern expected to cook or help prepare meals?  Are there any dietary requirements within the family?  Can the intern help themselves to any food in the kitchen? | There will be occasions when interns are working over mealtimes, so consider how and when interns may prepare meals for themselves, make packed lunch etc.  It is reasonable for the intern to help with meal preparation, and it is usual to ask the intern to cook for the family once a week. The intern may not have much experience cooking, they may need some guidance. Be encouraging, even when it’s cheese on toast again!  Have a system where the intern can add food to a shopping list. | Explain expectations for family meals: Do you all sit together? Are mealtimes set each day?  Explain any rules set in place for children in the family that the interns should role model, e.g., not having phones at a meal table.  Are there particular foods/dishes the intern would like to introduce the family to?  Have a system where the intern can add food to a shopping list. |
| **Guests & Staying Away**  Can the intern have a guest to visit?  Can a guest stay overnight?  How much notice would be needed if a guest is staying or if the intern intends to be away? | Interns are expected to follow good practice in appropriate behaviour. |  |
| **Keys, Curfew & Noise**  When is the latest you would like the intern to arrive home?  Are there times when music/noise needs to be kept to a minimum? | You may want to explain when the house needs to be quieter, e.g., if young children are asleep.  Some work commitments may go on into the evening so discuss what is a reasonable curfew. | Explain how any locks and security features in the house work.  Is there a spare key with a neighbour?  How does a burglar alarm work? |
| **TV, Internet & Phone**  What are the restrictions for using the internet?  What are the restrictions for using the TV?  Is there a landline the intern can use? | Most interns will have their own mobile phone, but they may need to use a landline in an emergency. You may wish to explain restrictions on what can be watched on the TV – for example ensuring the age rating is appropriate if children are in the house. | Explain how the intern connects to the internet, access the TV etc. |
| **Studying**  Are there particular times and places for interns to study? | Everyone studies differently and in different places! Do consider that there will be times when the intern may appear to be hiding in their room for hours – that probably means they are studying hard because an assignment is due! | Talk through whether the intern can use other areas of the house to study when not in use, e.g., at a kitchen table.  Chat about the intern’s study habits – do they cram last minute, study early! |
| **Children**  What are the names and ages of children in the house or who regularly stay?  How do you expect the intern to interact with the children?  Would you ask the intern to babysit?  What should the intern do if a child needs correcting? | Whilst you are not expected to disclose personal information about your children, it might be useful to give the intern a heads up on some information, e.g., this child is terrified of the dark so the landing light is kept on, spare asthma inhaler for this child is kept in the bathroom etc.  If you have children who are close in age to the intern, you may wish to talk to them about appropriate behaviour. | Explain to children in the house that the intern’s bedroom is their private space. Discuss with the intern how to deal with any misbehaviour, e.g., initially they may just inform you. |
| **Pets**  Are there any pets in the house?  Is the intern expected to help with caring for the pets? E.g., walking the dog, feeding rabbits when you are away. |  | Introduce the intern to any pets and explain any particular rules, e.g., the cat doesn’t go upstairs. |
| **Transportation**  Would you ever be able to provide transport for the intern?  If so, how much notice would you need?  Is there space for the intern to park a car/store a bike if needed? | Interns may need some guidance on local public transport or routes around the area. This may be very different to what the intern is used to, especially if they have moved from a very urban area or another country. |  |
| **Breakages/Damages/Emergencies**  What should the intern do if something gets damaged or broken?  Is there a neighbour who can be contacted in an emergency? | You may wish to give the intern a contact name and number (for example your work) in case of an emergency.  The intern may need to register with a doctor, dentist, or optician when they arrive. Can you provide them with the details of local practitioners? | Show the intern any potential hazards in the house.  Show the intern the location of any fire extinguishers, first aid box etc. |
| **Other Information**  Is there any other information you would like to share?  Is there information you need from the intern? |  |  |

**Host Home Agreement**

The intern is welcome to stay in the hosts home for the duration of this agreement and have shared use of communal areas and sole use of the following areas.

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**Length of agreement**

From: …………../…………../…………….. Until: ……………./………………/………………

If either party desires to cancel or change the terms of this agreement, they should notify the intern’s line manager with at least thirty days written notice.

**Signed:**

Intern volunteer: Date:

Host: Date:

**Seen by:**

Line Manager: Date: