

## Professional Exchange's Information Sheet



As part of the Cyberyouth Connection Project, professionals are given the opportunity to visit partner organisations and stay in other professionals homes.

It is important that our colleagues participating in an exchange visit are comfortable, and welcomed in accommodation where they can feel at home, learn about our culture and practise their English in an informal environment.

When taking part in a home stay, professionals can expect;

- A single room where they can be alone when they wish
- A full-size, comfortable bed with a good supply of pillows, blankets or a duvet
- Hand and bath towels
- Free access to the living room of the house
- Free access to daily shower/bathing facilities
- Breakfast and dinner provided by the host professional.

### **Meal requirements**

“The food” is part of the home stay experience and the professional will be expected to eat the same food as other members of the household. However, it is a good idea to discuss a professionals preferences early to avoid misunderstandings later. If a professional has a special dietary problem, they are expected to inform you of this.

### **Arrivals and departures**

It is up to the visiting professional to make all travel arrangements to & from the agreed placement/home stay. However the host is responsible for the transport arrangements during their stay.

### **Keys and access to your home**

Whilst it is ultimately a matter for the Host Professional’s discretion, professionals should be given a front door key with freedom to come and go as they please during their spare time.

### **Insurance**

It is the Host Professionals responsibility to ensure that their own household insurance provides adequate cover in case of accidental damage.

### **Payment**

Professionals hosting, must keep records of all receipts for food and drink to claim back any expenses incurred as a result of hosting the professional. Additional fees for hosting professionals are up to the organisation, however cannot be claimed back as part of the project.

### **Medical treatment**

If a professional becomes ill, an appointment should be arranged with the hosts GP. GPs are entitled to charge £20 per consultation to adults from abroad. If a professional needs a dentist, it is again usual to arrange an appointment with the dentist used by the Host Professional, but payment will normally be required. Should you experience any difficulties in securing an appointment, please contact the lead within your organisation for advice.

## **Emergency Numbers**

**24 Hr Emergency no:**