



## VOLUNTEER NIGHTSTOP HOST ROLE DESCRIPTION

**About Sussex Nightstop:** At Sussex Nightstop our aim is to reach young people and adults who are at risk of homelessness before they have to sleep rough and are made vulnerable to all of the risks associated with street homelessness. To do this, we train Volunteer Hosts to safely offer emergency accommodation in their homes to those people referred to and assessed as suitable by Sussex Nightstop. Whilst guests are accessing the service our partner agencies work with them around their wellbeing and long term housing plan.

### **How we've adapted the hosting role in response to Covid-19:**

In response to the ongoing COVID-19 pandemic we have fully risk-assessed the hosting role in line with guidance from Public Health England and our local Public Health Infection Control lead on homelessness as well as our umbrella organisation De Paul. A significant way of reducing the risk of infection spread is to increase the length of stay a guest has with a host. On this basis, we have moved away from a 'night-at-a-time' model to one where we are asking hosts to provide the most consecutive nights of stay to individual guests possible.

Additionally, a 'Daystop' hosting service has been introduced as part of our Covid-19 response, where participating households also host a guest during daytime hours. Daystop is not a mandatory part of a Nightstop placement. The details of what's involved in Daystop can be found in our Daystop role description.

Both these measures have been put in place temporarily to reduce the need for Nightstop guests moving between multiple households in quick succession and to support guests to observe social distancing as far as possible.

Along with advising our guest on measures they need to adopt to reduce the risk of Covid-19, we are also asking volunteer hosts to observe a number of social-distancing and hygiene practices in preparation for and whilst hosting a guest in order to reduce the risk of infection spreading and keep everyone safe and well. These are outlined below.

**COVID-19 and Volunteer eligibility:** Nightstop has a duty of care both to the guests we support and the volunteers that we work with. This means that unfortunately, applicants <sup>1</sup>falling within the current NHS and government guidelines for groups deemed to be at higher levels of risk from COVID-19 will *temporarily* be ineligible for volunteering as a Nightstop host because this role involves a significant level of face-to-face contact with Nightstop guests in your home. This condition will be continually reviewed as the COVID-19 situation changes and develops, in the hope that more people will be eligible to host when it becomes safe for them to do so.

The volunteer application form contains a screening section that will help you identify whether this applies to you. If this does apply to you but you would still like to support Nightstop, please get in touch with us at [support@sussexnightsop.org.uk](mailto:support@sussexnightsop.org.uk) to discuss alternative volunteering roles that do not involve face-to-face contact.

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<sup>1</sup> This temporary pause also applies where others in the household and any household support bubble fall into this criteria

**Role title:** Nightstop Volunteer Host

**Responsible to and supported by:** Nightstop Coordinator

**Hours and Commitment:** Our service is open to and needed by our clients 7 days a week. To best support the people who need us we therefore require good consistency of host availability from week to week as well as a good level of cover across the week, including weekends.

We require hosts that are able to offer our guests a consecutive number of nights stay in a row. Ideally, this will be 4-7 nights but we may be able to work with less.

Becoming a Host is a considerable investment for everyone involved. To make this worthwhile and for hosts to have the best experience, we are seeking Volunteer Hosts who anticipate undertaking this role for a minimum of one year.

**Location:** Your home

**Purpose of the Role:**

To provide safe and secure, short-stay, accommodation for a young person aged 16-25 years, or adult aged 26+ years. To provide a private bedroom for the night with an evening meal, breakfast, washing and laundry facilities, as well as a packed lunch when required. You may be required to offer a listening ear, or simply some space for your guest to rest and be alone.

**Benefits:**

- Involvement in a vital community project that helps to prevent homelessness in our city
- Access to a comprehensive training program through which you will acquire additional knowledge and skills in areas such as safeguarding, equal opportunities and diversity, communication, behavior and attachment. With additional opportunities to further your learning in other areas such as trauma informed approach and even University accreditation
- The opportunity to meet a wide and diverse range of people and through this to broaden your life perspective through an increased understanding and knowledge of the issues facing vulnerable people
- Access to host expenses (including a nightly hosting expense and a contribution to household adjustments relating to the hosting role)
- The chance to be a part of the Sussex Nightstop community with the opportunity to meet and make friends with other like-minded people at our host social events throughout the year
- The opportunity to develop your volunteering role to other areas of Sussex Nightstop such as supporting community events, or joining our on-call support team

## **Key Tasks:**

Delivering this role requires the following key tasks as well as full participation in the administrative tasks that are necessary for Sussex Nightstop to adhere to De Paul Nightstop UK quality standards.

## **Each time you host a Nightstop guest you'll need to:**

- Liaise with the Coordinator to agree the practicalities of the hosting arrangement with guest including completion of a pre-placement Covid-19 screening questionnaire
- Provide a warm welcome
- Prepare an evening meal
- Communicate a time when your guest is expected to leave in the morning
- Provide laundry where possible
- Provide access to washing facilities
- Clean, warm and safe room
- Provide breakfast
- Prepare a packed lunch if required
- Observe appropriate social distancing and hygiene practices to reduce the risk of the transmission of COVID-19 including: pre, during and post-placement cleaning, use of hygiene controls such as use of hand sanitizer and frequent hand-washing, observance of 1m social distancing rule within home where possible and wearing of face coverings where it is not, ensure that the 'guest' room is left empty for 72 hours from guest departure

## **You'll also need to:**

- Satisfactorily complete all recruitment activities including Host training
- Attend two-yearly refresher training and other training that from time-to-time may be deemed necessary to the role including hosting in a Covid-19 safe way
- Participate in Host supervisions with a coordinator
- Be available for a yearly health and safety risk assessment of your home
- Be available for a brief check-in phone call with a coordinator every morning after a guest has stayed with you
- Present relevant ID and consent to a new DBS check every three years
- Respond to and carry out administrative tasks necessary to the role in a timely way

## **Skills and Personal Attributes Required:**

- A good understanding of boundaries and the ability to volunteer within the rules and policies of the scheme including those relating to Covid-19 procedures
- Ability to be non-judgmental and treat all clients with sensitivity and respect, whatever their backgrounds, opinions, cultural and ethical beliefs.
- Commitment to safeguarding young people and adults and promoting their welfare.
- Excellent communication and listening skills and an ability to make topics of discussion understandable to both young people and adults.
- Commitment, patience and the ability to engage with a diverse group of people
- No formal qualifications are required but experience with young and/or vulnerable people would be advantageous.

## **Recruitment requirements and DBS checks**

Recruitment to this role is subject to the satisfactory completion of:

- Volunteer Host application including Covid-19 health screening questionnaire
- Volunteer Host applicant interview
- Volunteer Host home assessment
- An Enhanced DBS check (upon application and then carried out every three years as set out in our DBS Policy)
- 2 x satisfactory references
- Volunteer Host training: Training includes introduction to Sussex Nightstop and homelessness, Policies and Procedures including volunteering safely alongside Covid-19, Equal Opportunities and Diversity and Health & Safety, Safeguarding young people and adults, Boundaries and Communication skills
- FIT assessment post training
- The supply of all associated recruitment paperwork

## **Support and Training:**

We place great emphasis upon supporting our Hosts and ensuring that Host safety and wellbeing is paramount. Support to volunteers includes:

- Access to 24 hour guidance through Nightstop staff team and on-call service
- Regular volunteer support and supervision with Nightstop coordinator
- Post hosting check-ins with Nightstop coordinator
- Ongoing access to Nightstop coordinator and staff team on a bespoke basis as needed
- Volunteer training, including refresher training

Volunteer host training as described above will be provided before hosting starts.

Volunteer expenses are covered as outlined above.

## **Enquiries and applications to:**

Emily Clarke, Service Support Worker at:

[support@sussexnightstop.org.uk](mailto:support@sussexnightstop.org.uk) / 07788318905