

# Bailiwick of Guernsey Ukraine Sponsorship Scheme

## Information for Approved Sponsors

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## 1. Introduction

The Bailiwick of Guernsey Ukraine Sponsorship Scheme seeks to offer a route for displaced Ukrainian residents who want to come to the Bailiwick of Guernsey and who have someone here willing to provide them with a home. The Scheme relies upon individuals, charities, community groups and businesses to volunteer accommodation and provide a route to safety for Ukrainians, and their immediate family members, forced to escape their homeland.

The Schemes aims are:

- To ensure that Ukrainian beneficiaries who may come to the Islands under this Scheme are provided with a sponsorship arrangement that is safe, suitable and dignified;
- To promote a positive relationship between the approved sponsor and Ukrainian beneficiary; and,
- To ensure all Ukrainian beneficiaries travelling to the Islands under this Scheme have access to the appropriate community and public service support.

Thank you for considering becoming an approved sponsor. The States of Guernsey, Alderney and Sark Government are working closely together to provide support and assistance to sponsors and beneficiaries.

This information guide is intended to provide more information to potential and existing approved sponsors as to the role and expectations of a sponsor. Please email [ukraine@gov.gg](mailto:ukraine@gov.gg) if you have any questions or queries that are not addressed by this information pack.

Please note, we are unable to help with enquiries relating to visa applications as the Immigration Office only share a status update with us. Accommodation and DBS checks are being run separately from the Visa process and will not impact the visa application of Ukrainian guests.

## 2. Expectations of Sponsors

It is intended that as a sponsor you will provide a welcome and act as facilitators for your guests introducing them to the Island. How much assistance is required by the beneficiary will vary from person to person. They may be happy to be independent and discover things for themselves.

Sponsors will be expected to:

- provide safe, suitable and approved rent-free accommodation, including utilities, to an individual or family unit for the duration of the expected sponsorship relationship (minimum of 12 months);
- allow, facilitate and co-operate with monthly welfare checks on approved sponsors and the Ukrainian beneficiary; and,
- in the case of an individual, be willing to undergo, and subsequently pass, the safeguarding checks as outlined below.

Sponsors will **not** be expected to:

- Provide food, other provisions, or financial support;
- Provide transport; or,
- Have any form of formal agreement in place with the individual(s) they are hosting.
- Require the beneficiary to undertake any work in return for being provided with accommodation. (i.e. domestic help, babysitting services, acting as a carer for a relative).

To ensure that the requirements above can be provided, before becoming an approved sponsor, we will undertake accommodation and safeguarding checks.

### What should I do when my beneficiaries arrive?

On day one, simply make your beneficiaries feel welcome by showing them around the accommodation, the facilities that are available to them and where they can store their belongings. You may also find some beneficiaries may prefer to get used to their new accommodation in their own time.

Although it is not part of your hosting duties, something to eat and drink may be welcomed by some guests but do not take offence if your offer is declined as they may be feeling overwhelmed or initially uncomfortable in their new surroundings.

If Wi-Fi is available, share the password to enable them to communicate with family and friends elsewhere or at home.

It is likely that your beneficiaries have gone through a stressful situation and may be exhausted by the travel to get to the Bailiwick and therefore simply wants to go to their room to relax or sleep.

### Share your knowledge

Sharing your knowledge, friendship, expertise and services will help the beneficiaries feel more at home and will help them settle into life in the Bailiwick.

Early in the placement, it can help to make it clear to them how your home works – which areas they can access, how the appliances work, whether shoes need to be removed when entering the home, if shared facilities when the kitchen will be free for them to cook and when the bathroom will be available. You may want to consider boundaries that will work for you both. For instance, you may ask not to be disturbed if you are working from home.

You may wish to introduce your beneficiaries to the local community/neighbours/available activities or invite them to share some social activities with you. They will need to know where the nearest bus stop, doctor's surgery, local shops, supermarket, banks and other important places are located.

### Access to health care

Your beneficiaries may not realise they have access to the same healthcare services as anyone else in the Bailiwick. They will need to register and obtain a GY number in order to access services. They should have already been received the registration form from the Ukraine Co-Ordination Support Team as part of their arrival pack. They will be eligible for a free initial consultation and registration with a GP practice as part of the social security benefits available.

### Be Mindful of privacy

Levels of privacy will differ from one beneficiary to another. Showing them areas within the accommodation that can be used for them to relax privately or connect as a family, such as a garden, family room or other space, can ease their transition and make them feel welcome in their temporary home.

### Thank you

Thank you for providing a safe, temporary home for your beneficiary who are fleeing the conflict in Ukraine. Your kindness gives them the breathing space needed to consider their options, complete the necessary paperwork and begin the process of finding employment and education for any children. This information has been put together to help prepare you for the arrival of your beneficiaries and as a source of information during their stay. If you have any questions that are not covered in this guide, please visit <https://gov.gg/ukraineresponse> or call the support team on 220001. (Lines are open 9am – 4pm Monday – Friday)

## 3. Approved Sponsor Checks

One of the key aims of the Scheme is to ensure that the accommodation and an environment that a Sponsor can offer is both safe and appropriate. To ensure these aims are met, approved sponsors will need to agree to an inspection of the accommodation that they are generously willing to provide to beneficiaries, and all adults aged 16 and over who will be living in the same household as the beneficiaries will need to undergo a safeguarding check. Accommodation and safeguarding checks will be coordinated by the Ukraine Coordination Support Team and there will be no cost to potential sponsors for these checks.

## Accommodation checks

Accommodation will be inspected against the following criteria:

- Structurally sound; wind, water-tight and free from damp.
- The electrics must be in a safe condition and properties with a gas supply (whether used or not) must have an annual safety check.
- A fixed form of heating must be available (not portable heaters) in habitable rooms (spaces for living, sleeping, eating / cooking and not bathrooms, WCs, hallways etc.)
- A toilet, wash hand basin and shower/ bath must be available in the property and in working order.
- Cooking and food preparation facilities must be available and in working order e.g. a cooker or built-in oven and hob, a fridge, worktop, somewhere to store food and a sink.
- The property should have suitable supply of drinking water (mains water or treated well / borehole water) (testing for boreholes / wells can be provided for free on request) and hot and cold water for washing (persons and utensils / equipment).
- Each habitable room must have openable windows. Mechanical ventilation is an appropriate alternative in bathrooms or kitchens.
- The property should have adequate fire safety provisions and precautions (e.g. access and egress, smoke / CO detectors etc.) – a fire safety check will be performed prior to habitation. *See Appendix A for the Fire safety in the home leaflet.*
- The property should be safe and in good order, and appropriate for the number of people who will be living there (guidance can be provided regarding overcrowding).

Please note that where assistance can be provided to meet the requirements noted above it will be. For example, services are on hand to remediate any shortcomings in fire safety precautions such as the fitting of smoke detectors or indeed carbon monoxide detection.

The Ukraine Coordination Support Team is currently booking appointments. During these checks officers will need access to all areas of your property relevant to the accommodation being offered as part of the scheme to assess its suitability and safety.

## Safeguarding checks

Every person over 16 in the approved sponsor's household will require an Enhanced DBS check. An Enhanced DBS check will provide a list of all previous criminal convictions and other information that police forces may deem relevant to the role of a sponsor. It is important to note that previous convictions will not necessarily bar you from becoming an approved sponsor.

DBS checks will be started online via a link that the Guernsey Ukrainian Co-ordination Support Team will send you and we are also offering appointments at Sir Charles Frossard House.

As part of the DBS checking process, you will be required to confirm your identity. Guidance can be found here: - [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](#)

Every person 16 or over will need to provide the relevant documents via an appointment at Frossard House. Students who are studying outside the Bailiwick will be able to complete the checks remotely.

#### 4. Matching

Once you have successfully completed your DBS and accommodation checks we will put you forward to the matching process which will seek to match the accommodation and circumstances you can provide with an appropriate Ukrainian beneficiary.

The matching process will be done using the list of potential beneficiaries that has already been identified and with help from our local partner charity Humanitarian Aid Guernsey (HAG) or other approved 3<sup>rd</sup> sector party. They will help manage introductions and then once the match has been successfully completed, the visa application process can start. As sponsor you will be listed on the visa application.

#### 5. Support

##### Financial Assistance

The Policy & Resources Committee have agreed to the Committee *for* Home Affairs in enhancing the existing Ukraine Sponsorship Scheme with financial assistance for those islanders who become sponsors.

£349 will be paid a month, per sponsor, for a maximum of 12 months whilst you have a beneficiary staying with you. Please contact the Ukraine Co-ordination Support team for details on how to make a claim.

##### The Ukraine Co-ordination Support Team

The States of Guernsey has set up a to:

- Administrate the family & sponsorship schemes
- Signpost sponsors and beneficiaries to suitable services, agencies and charities
- Offer guidance and support to sponsors and beneficiaries
- Arrange regular welfare checks
- Liaise with third party providers

The aim is to facilitate the integration of Ukrainian beneficiaries into the Bailiwick of Guernsey.

If you do need to contact the support team, please contact them by email – [ukraine@gov.gg](mailto:ukraine@gov.gg) or 220001 (Option 3). The team is available Mon-Fri 09.00 – 16.00.

##### Third Party providers

The States of Guernsey, Alderney and Sark Government are working in partnership with third-party providers. This is being led by Humanitarian Aid Guernsey - [Humanitarian Aid Guernsey](#) in conjunction with other relief organisations.



## 6. Frequently asked questions

### How long should I expect to host for?

Initially, you will be asked to commit to a minimum of 12 months. Please note that beneficiaries will be granted a visa for up to 36 months.

### What sort of accommodation am I expected to provide?

If you have a residential spare room or separate self-contained accommodation that is unoccupied then please come forward and register. The accommodation must be available for at least 12 months, fit for people to live in, and suitable for the number of people to be accommodated. Those offering self-contained accommodation will be processed first as part of our phased approach.

### Will I be paid rent?

No. You should not charge any rent for any guests. We appreciate people's generosity and do know that there will be costs associated with helping. You should consider this commitment before coming forward.

### Will I need to sign a tenancy agreement with the guest?

No, you will not need to sign a tenancy agreement.

### Do I need public liability insurance?

We encourage all those considering to be a sponsor to speak to their house insurance providers to inform them of their plans to be a sponsor.

### Will the person I am supporting be eligible for benefits and/or to work?

All guests from Ukraine coming to the Bailiwick under the scheme will be able to apply for benefits (healthcare, education) and have the right to work. As they will be provided with rent-free accommodation, they will not be entitled to any housing benefit. The current policy does not allow access to social housing.

### What happens if I have children at school or university in the UK that require a DBS check?

They will need to get their passport or driving licence verified and certified as a true copy at a Post Office. They can then post the documents to us to be processed. Alternatively, under certain circumstances we could arrange a video call to confirm their identity.

### What might beneficiary do during their stay with me?

They may be busy during the day making plans to rebuild their lives, working remotely, or taking up employment within the Bailiwick meaning they are out of the property for long periods of time. If you would prefer to know when to expect them home, you can ask them, but they should feel free to come and go as they please.

### Do I need to provide food and toiletries?



You are not expected to provide food, toiletries, or other necessities as these should be covered by the beneficiaries who will have access to the benefit systems, 3<sup>rd</sup> sector providers and are eligible to take up employment. However, there is nothing to stop you from offering food and whatever else you would like to provide.

### **Are they going to want help with grocery shopping?**

Beneficiaries will find it helpful if you can show them the location of the local supermarket and grocery stores. You may want to take them for the first couple of visits to ease their transition in into the Bailiwick, but you are not obliged to.

### **Will I be expected to cook for my beneficiaries?**

You are not expected to cook for your beneficiaries, but you will need to give them access to the kitchen and appliance to prepare food if you have shared facilities. You may wish to have a conversation at the start of the placement to discuss arrangements, for example what times they can access the kitchen, how to use appliances and general housekeeping. You may want to invite them to join you for meals but do not feel obliged to or take it personally if they decline.

### **Should they use my postal address?**

Beneficiaries may need to use your postal address for things like correspondence from the Government departments, to open a bank account and to register with a GP.

### **What happens if the placement is not working out for me or the beneficiary?**

Even with the best of intentions, there may come a point during the sponsorship when either you, the beneficiary or both feel that the placement is not working. If this happens, please contact the support team at your earliest opportunity – [ukraine@gov.gg](mailto:ukraine@gov.gg) or 220001 (lines are open 9am – 4pm Monday -Friday).

The support team will work with you and the beneficiaries to facilitate a move to another sponsor if this is appropriate.

### **Will they have money to buy essentials on arrival?**

The beneficiaries may be able to access their own funds or credit cards by using an ATM machine.

You will not be expected to give or loan your guests any money.

Beneficiaries will have access to claim benefits as soon as they have arrived and any claims will be prioritised. They will be given support to guide them through the process of applying.

### **What shouldn't I do?**

The Beneficiaries are our guests while in the Bailiwick. You should not be expecting them to:

- Act as domestic help – Cooking/Cleaner/Gardener/Caretaker/Carer unless officially employed with both parties in agreement
- Take up employment with you in lieu of paying rent, the beneficiary should not be obliged to become employed by their sponsor and is free to find employment where

they want. They may be continuing to work remotely for the existing employer in Ukraine.

Put unreasonable expectations on them – lights off at 8pm, shower for no longer than 5 minutes, not to have visitors or things of a similar nature.

#### **What if I need help obtaining items of furniture for my beneficiaries?**

If you require any assistance obtaining any furniture items, please contact Humanitarian Aid Guernsey (HAG) who may be able to assist you.

7. Appendix A – Fire Safety in the home leaflet

# **FIRE SAFETY IN THE HOME**







### Did you know...?

- You're more than twice as likely to die in a fire if you don't have a smoke alarm that works.
- 18 people die each year because the battery in their smoke alarm was flat or missing.
- Over half of home fires are caused by cooking accidents.
- Three fires a day are started by candles.
- Every three days someone dies from a fire caused by a cigarette.
- Faulty electrics (appliances, wiring and overloaded sockets) cause around 7,000 house fires across the country every year.



# PROTECT YOUR HOME WITH SMOKE ALARMS



The easiest way to  
protect your home and  
family from fire is with  
a smoke alarm.  
Get it. Install it. Check it.  
It could save your life.

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## Choosing your smoke alarm

### Top tip



**Fit smoke alarms**

- Fit smoke alarms on every level of your home.
- Smoke alarms are cheap and easy to install.
- They are available from DIY stores, electrical shops and most high street supermarkets.
- There are a variety of different models to choose from. Your local Fire and Rescue Service will be happy to give you advice on which one is best suited for you.
- Look out for one of these symbols, which shows the alarm is approved and safe.



British Standard Kitemark



**£5** COULD SAVE YOUR LIFE

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## How to make sure your smoke alarm works

**Test the batteries in your smoke alarm every week. Change them every year. Never remove them.**

- Never disconnect or take the batteries out of your alarm if it goes off by mistake.
- Standard battery operated alarms are the cheapest option, but the batteries need to be replaced every year.
- A lot of people forget to test the batteries, so longer life batteries are better.
- An alarm with ten-year batteries is the best option.
- Mains-powered alarms are powered by your home power supply. Generally they don't need replaceable batteries, but need to be installed by a qualified electrician.
- Alarms that plug into a light socket use a rechargeable battery, which is charged when the light is on.
- You can even have linked alarms installed, so that when one alarm detects a fire they all go off together. This is useful if you live in a large house or over several levels.

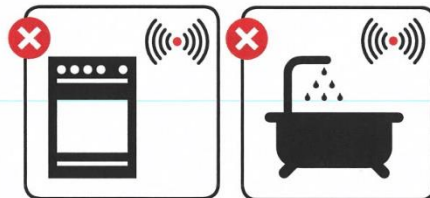
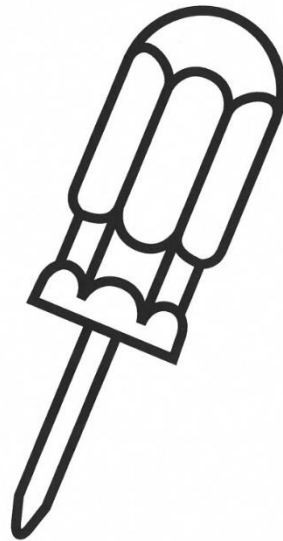
Strobe light and vibrating-pad alarms are available for those who are deaf or hard of hearing. Contact the Royal National Institute for Deaf People Information Line on **0808 808 0123**





## Fitting your smoke alarm

- Don't put alarms in or near kitchens or bathrooms where smoke or steam can set them off by accident.
- The ideal position is on the ceiling, in the middle of a room, or on the hallway and landing, so you can hear the alarm throughout your home.
- If it is difficult for you to fit your alarm yourself contact your local fire and rescue service for help. They'll be happy to install it for you.



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## Looking after your smoke alarm

- Make testing your smoke alarm part of your regular household routine.
- Test it by pressing the button until the alarm sounds. If it doesn't sound, you need to replace the battery.
- If your smoke alarm starts to beep on a regular basis, you need to replace the battery immediately.
- If it is a ten year alarm, you will need to replace the whole alarm every ten years.

### Other equipment you could consider

- Fire blankets are used to put out a fire or wrap a person whose clothes are on fire. They are best kept in the kitchen.
- Fire extinguishers shoot out a jet to help control a fire. They are quick and simple to use, but always read the instructions first.



Test it

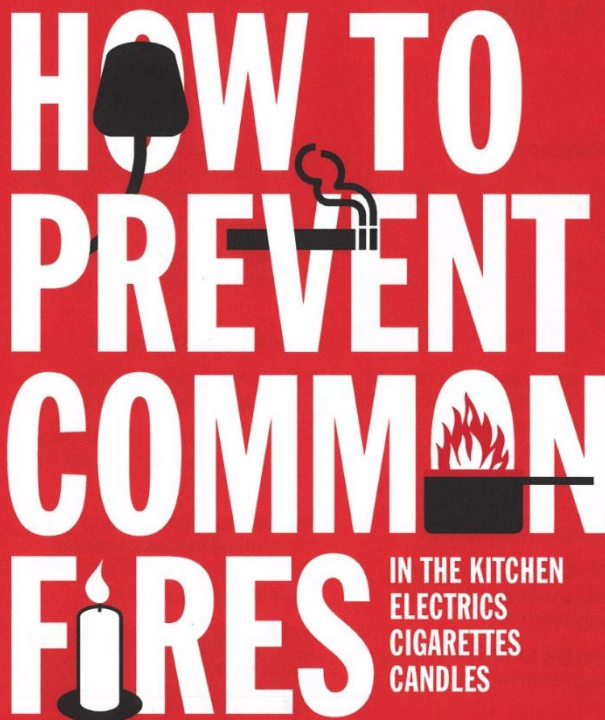


Change it



Replace it

# HOW TO PREVENT COMMON FIRES

The title 'HOW TO PREVENT COMMON FIRES' is written in large, bold, white capital letters on a red background. The word 'COMMON' is partially obscured by a black silhouette of a pot on a stove with flames. The word 'FIRES' is partially obscured by a black silhouette of a lit candle. To the right of the word 'FIRES', the words 'IN THE KITCHEN', 'ELECTRICS', 'CIGARETTES', and 'CANDLES' are listed in smaller white capital letters. Above the word 'PREVENT', there is a black silhouette of a cigarette with smoke rising from it. Above the word 'COMMON', there is a black silhouette of a lamp.

This section will tell you how you can avoid fires in your home, including how to cook safely and take care with electrics, candles and cigarettes.

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## In the kitchen

### How to cook safely

**Avoid leaving children in the kitchen alone when cooking on the hob. Keep matches and sauce pan handles out of their reach to keep them safe.**

- Take extra care if you need to leave the kitchen whilst cooking, take pans off the heat or turn them down to avoid risk.
- Make sure saucepan handles don't stick out – so they don't get knocked off the stove.
- Take care if you're wearing loose clothing – they can easily catch fire.
- Keep tea towels and cloths away from the cooker and hob.

- Spark devices are safer than matches or lighters to light gas cookers, because they don't have a naked flame.
- Double check the cooker is off when you've finished cooking

### Take care with electrics

- Keep electrics (leads and appliances) away from water.
- Check toasters are clean and placed away from curtains and kitchen rolls.
- Keep the oven, hob and grill clean and in good working order. A build up of fat and grease can ignite a fire.

**Don't put anything metal in the microwave**

### Top tip



**Keep out of reach**

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#### Deep fat frying

- Take care when cooking with hot oil – it sets alight easily.
- Make sure food is dry before putting it in hot oil so it doesn't splash.
- If the oil starts to smoke – it's too hot. Turn off the heat and leave it to cool.
- Use a thermostat controlled electric deep fat fryer. They can't overheat.

#### What to do if a pan catches fire

- Don't take any risks. Turn off the heat if it's safe to do so. Never throw water over it.
- Don't tackle the fire yourself.

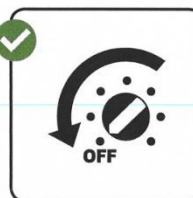
**GET OUT  
STAY OUT  
AND CALL  
999**



#### Top tip



**Take care  
with hot oil**



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## Electrics

### Top tip



**Don't overload**

### How to avoid electrical fires

- Always check that you use the right fuse to prevent overheating.
- Make sure an electrical appliance has a British or European safety mark when you buy it.
- Certain appliances, such as washing machines, should have a single plug to themselves, as they are high powered.
- Try and keep to one plug per socket.

An extension lead or adaptor will have a limit to how many amps it can take, so be careful not to overload them to reduce the risk of a fire.

Appliances use different amounts of power – a television may use a 3amp plug and a vacuum cleaner a 5amp plug for example.

### Know the limit!

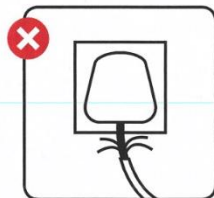
$$\begin{array}{cccc} 5 & + & 5 & + & 3 & = & 13 \\ \text{AMP} & & \text{AMP} & & \text{AMP} & & \text{AMP} \end{array}$$



12

**Keep electrical appliances clean and in good working order to prevent them triggering a fire.**

- Keep your eyes peeled for signs of dangerous or loose wiring such as scorch marks, hot plugs and sockets, fuses that blow or circuit-breakers that trip for no obvious reasons, or flickering lights.
- Check and replace any old cables and leads, especially if they are hidden from view – behind furniture or under carpets and mats.
- Unplugging appliances helps reduce the risk of fire.
- Unplug appliances when you're not using them or when you go to bed.



#### **Furniture**

- Always ensure that your furniture has the fire-resistant permanent label.

#### **Using an electric blanket**

- Store electric blankets flat, rolled up or loosely folded to prevent damaging the internal wiring.
- Unplug blankets before you get into bed, unless it has a thermostat control for safe all-night use.
- Try not to buy second hand blankets and check regularly for wear and tear.

#### **Portable heaters**

- Try to secure heaters up against a wall to stop them falling over.
- Keep them clear from curtains and furniture and never use them for drying clothes.



## Cigarettes

**Stub cigarettes out properly and dispose of them carefully. Put them out. Right out!**

- Never smoke in bed.
- Use a proper ashtray – never a wastepaper basket.
- Make sure your ashtray can't tip over and is made of a material that won't burn.
- Don't leave a lit cigarette, cigar or pipe lying around. They can easily fall over and start a fire.

- Take extra care if you smoke when you're tired, taking prescription drugs, or if you've been drinking. You might fall asleep and set your bed or sofa on fire.

- Keep matches and lighters out of children's reach.

- Consider buying child resistant lighters and match boxes.

**Matchboxes now carry this warning label**



### Top tip



**Put them out.  
Right out!**





## Candles

**Make sure candles are secured in a proper holder and away from materials that may catch fire – like curtains.**

- Put candles out when you leave the room, and make sure they're put out completely at night.
- Use a snuffer or a spoon to put out candles. It's safer than blowing them out when sparks can fly.
- Children shouldn't be left alone with lit candles.



**Be careful  
with candles**

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## PLAN A SAFE ESCAPE

Fitting a smoke alarm is the first crucial step to protecting yourself from fire. But what would you do if it went off during the night?

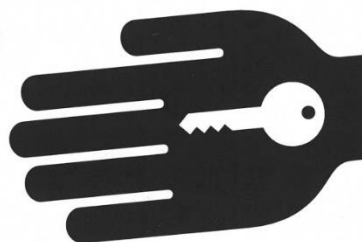
This section will help you make a plan ready for an emergency.

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## Be prepared by making a plan of escape

- Plan an escape route and make sure everyone knows how to escape.
- Make sure exits are kept clear.
- The best route is the normal way in and out of your home.
- Think of a second route in case the first one is blocked.
- Take a few minutes to practice your escape plan.
- Review your plan if the layout of your home changes.

Keep door and window keys where everyone can find them



## What to do if there is a fire

**Don't tackle fires yourself.  
Leave it to the professionals.**

- Keep calm and act quickly, get everyone out as soon as possible.
- Don't waste time investigating what's happened or rescuing valuables.
- If there's smoke, keep low where the air is clearer.
- Before you open a door check if it's warm. If it is, don't open it – fire is on the other side.
- Call 999 as soon as you're clear of the building. 999 calls are free.



**Get out, stay  
out and call 999**

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## What to do if your clothes catch fire

- Don't run around, you'll make the flames worse.
- Lie down and roll around. It makes it harder for the fire to spread.
- Smother the flames with a heavy material, like a coat or blanket.
- Remember, Stop, Drop and Roll!



**STOP!**



**DROP!**



**ROLL!**

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## What to do if your escape is blocked

- If you can't get out, get everyone into one room, ideally with a window and a phone.
- Put bedding around the bottom of the door to block out the smoke, then open the window and call "HELP FIRE".
- If you're on the ground or first floor, you may be able to escape through a window.
- Use bedding to cushion your fall and lower yourself down carefully. Don't jump.

If you can't open the window break the glass in the bottom corner. Make jagged edges safe with a towel or blanket.





## How to escape from a high level building

- Avoid using lifts and balconies if there is a fire.
- It is easy to get confused in smoke, so count how many doors you need to go through to reach the stairs.
- Check there is nothing in the corridors or stairways that could catch fire – like boxes or rubbish.
- Make sure doors to stairways are not locked.
- Make sure everyone in the building knows where the fire alarms are.
- You should still get a smoke alarm for your own home, even if there is a warning system in the block.

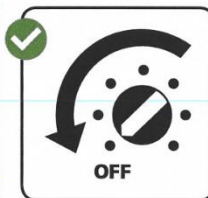


## Check list

- Close inside doors at night to stop a fire from spreading. ☐
- Turn off and unplug electrical appliances unless they are designed to be left on – like your freezer. ☐
- Check your cooker is turned off. ☐
- Don't leave the washing machine on. ☐
- Turn heaters off and put up fireguards. ☐
- Put candles and cigarettes out properly. ☐
- Make sure exits are kept clear. ☐
- Keep door and window keys where everyone can find them. ☐



**Close inside doors at night**



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**SMOKE ALARMS**  
**SAVE**  
**LIVES**

For further fire safety  
information  
contact your local fire and rescue  
service. The phone number is also  
in the telephone book (not 999).  
Or visit [direct.gov.uk/firekills](http://direct.gov.uk/firekills)

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