

Children's Services

Process for application and approval for new hosts, Ukraine Response Team

1. Purpose

This procedure sets out the steps to be followed by members of the Ukraine Response Team (UKRT) in receiving, assessing, and approving applications from potential hosts (sometimes called sponsors) under the UK government's Homes for Ukraine scheme.

2. Applications

People wishing to become hosts in Dorset for the Homes for Ukraine scheme can apply in one of two ways:

- i) At the [Homes for Ukraine: record your interest](#) page on the Gov.uk website, or
- ii) Via Dorset Council's [Homes for Ukraine - Potential hosts](#) form

Where a potential host applies through the Gov.uk page, the UKRT officer processing the request will send the standard acknowledgment email, which seeks the potential host's consent for UKRT to carry out background checks on them, including a Disclosure and Barring Service check. Those applying via the Dorset Council page confirm this consent on the expression of interest form.

UKRT will send a standard email response to either type of application, which will include information about the next steps in the application process and signposting further information on the Dorset Council website. UKRT will not take forward an application unless the potential host has given the required consent for background checks.

3. Checks on Mosaic

UKRT officers will check each potential host, to establish whether they have a record on Mosaic (the Children's Services Child Information System). There are three possibilities at this point:

- i) There is no record for the potential host on either Children's Mosaic or Adults' Mosaic, in which case the application should progress to the steps set out at s4 of this procedure.
- ii) There is a record for the person on Children's Mosaic. If the UKRT officer processing the application believes that this record may affect the potential host's suitability to join the scheme, they will consult with the Children's Advice and Duty (ChAD) team via childrensadvicandduty@dorsetcouncil.gov.uk for clarification of these safeguarding or safety issues.

- iii) There is a record for the person on Adults' Mosaic. If the UKRT officer processing the application believes that this record may affect the potential host's suitability to join the scheme, they will consult with the Adult Access Team (AAT) via adultaccess@dorsetcouncil.gov.uk for clarification of these safeguarding or safety issues.

Where 3.ii) or 3.iii) above applies, the UKRT officer processing the application will share information from the Mosaic records, and any clarifications received from ChAD or AAT, with the UKRT Service Manager. The Service Manager will decide whether the prospective host's application can continue. Where the Service Manager decides to terminate the application, they will inform the potential host, giving reasons for their decision.

4. Disclosure and Barring Service (DBS) and Housing checks

The UKRT officer responsible will send to a potential host that has successfully completed the Mosaic checks (set out in s3) further information about the next steps in the application process, including details of their interview, and DBS and Housing checks.

Where the interview, DBS, and Housing check evidence the potential host's suitability for the scheme, the UKRT officer responsible will send details to their Team Manager, who will approve the host joining the scheme.

Where the interview, DBS or Housing check raise concerns that the potential host may not be suitable, the UKRT officer responsible will escalate these to the UKRT Service Manager, who will decide whether to accept the potential host onto the scheme. Where the Service Manager decides not to accept them, officers will notify the potential host, giving reasons for their decision.

Appendix 1

Ukraine Response Team (UKRT) – Process for application, checks and approval for new hosts (sponsors)

