

Policy

Safety, respect, fairness, and good communication are at the heart of the St Peter's Girls' School Accommodation & Welfare Policy. This policy seeks to ensure that the School is meeting legal obligations under the ESOS (Education Services for Overseas Students Act 2000) framework. The School will accept unaccompanied students under the age of 18 years for entry from Year 6. Students enrolling for entry up to, and including, Year 5 must be accompanied by a Parent or Nominated Relative/Guardian.

Student studying at St Peter's Girls' School have the following accommodation options:

- Live with Parent or nominated relative/guardian (No welfare responsibility by the School)
- St Peter's Girls' School approved Homestay for students 12 years and older (School is responsible for the welfare)
- Australian Homestay Network Homestay for students 12 years and older (AHN) (School is responsible for the welfare)

Procedure

Living with Parents Granted a Guardian Visa (or similar)

For the purpose of caring for a student attending the School the following visa conditions apply:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590>

It is essential that the parent or nominated guardian:

- resides with that student at all times.
- holds an appropriate visa enabling them to remain in Australia until the student is 18 years of age
- provides the School with a copy of the parent's passport photo and visa page prior to the student commencing
- advises the School of the student's and the parent's residential details, phone and email prior to the student commencing and thereafter within seven days of any change in these details.

Exceptions for Parent/Guardians departing Australia without their daughter

The Parent/Guardian cannot leave Australia without the student for whom they are the guardian, unless they provide the Department of Home Affairs (DHA) with evidence that:

- There are compassionate or compelling circumstances for them to leave the country and they have made alternative arrangements for the student's accommodation, general welfare and support until their return, that fit within the rules provided by DHA

Note: If the student is less than 18 years, the alternative arrangements must be approved by the education provider subject to DHA conditions. In this situation you must notify the School.

Living with a Nominated Relative /Guardian

At the time of enrolment, all international students are required to provide the School with details of their nominated Parent/Guardian or Australian Department of Home Affairs (DHA) approved relative who they have nominated to live with. The appointment of the nominated parent/relative/guardian is the responsibility of the student's parents but must meet DHA criteria being:

- Nominated relative must be one of the following: brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew or spouse. DHA requires this guardian to be over 21 years old, an eligible relative and of good character.
- In the case of a student living with an approved relative/guardian as defined by DHA a Confirmation of Appropriate Accommodation and Welfare form (CAAW) is not required as the School is not responsible for the student's welfare. If the School has any concerns about the welfare of a student it will contact the parents/guardians in the first instance. If the School believes the student is in some kind of danger it will contact DHA as a matter of urgency.

Australian Homestay Network Homestay:

St Peter's Girls' School has signed an agreement with the Australian Homestay Network (AHN) to provide homestay services on behalf of the School.

The School is satisfied with the following services offered by AHN and that they:

- Check suitability of accommodation by visiting the homestay residence
- Select families that can provide a stable environment for the duration of the student's homestay period
- Have agreements in place with homestay families for arrangements about providing accommodation services
- Ensure that all adults over the age of 16 years residing at homestay residence hold a current police check.
- Monitor the homestay families and general welfare arrangements
- Provide an orientation program for families registered with AHN

Fees and charges for AHN services are made directly with the student's family. The School accepts responsibility for the welfare of these students, even whilst placed in AHN arranged homestay as per the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter signed. Any concerns regarding homestay should be first addressed to the Enrolments Director who will immediately investigate and implement any action required. AHN's policies and procedures can be found on their website at <https://au.homestaynetwork.org/policies/homestay-policy>.

St Peter's Girls' School Homestay:

In accordance with the Homestay and Welfare Policy, all adults over the age of 18 years residing with an international student (i.e. homestay family members) are required to provide the School with a current Police Check. The School will:

- Check suitability of accommodation by visiting the homestay residence
- Select families that can provide a stable environment for the duration of the student's homestay period
- Have agreements in place with homestay families for arrangements about providing accommodation services
- Ensure that all adults over the age of 16 years residing at the Homestay residence hold a current police check.
- Document processes for monitoring the homestay and general welfare arrangements
- Provide an orientation program for families

St Peter's Girls' School accepts responsibility for the welfare of these students, as per the Confirmation of Appropriate Accommodation and Welfare (CAAW) letter signed by the Principal. Any concerns regarding homestay should be first addressed to the Enrolments Director who will immediately investigate and implement any action required.

Homestay Expectations

Homestay providers are expected to provide the international student with:

- A separate bedroom with a study desk (unless a shared room is agreed upon)
- All meals and snacks daily
- Linen, laundering, gas & electricity
- Agreed access for communication tools and television
- All cleaning services
- Security and the hosts must reside at the home at all times and
- Have household insurance

Students are to be given a key to the home or arrangements made so that the student can gain access to the home at reasonable time

- There must be adequate lighting for study purposes
- There must be heating in winter and some means of cooling in summer
- There must be access to shared bathroom, with reasonable time allowed for showers
- There must be access to kitchen and laundry facilities or must provide all meals and laundry
- There must be use of shared living areas of home
- The Homestay host is to provide 3 meals a day including recess and lunch for the school day.
- House rules are to be discussed and explained to the student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour, manners and courtesy)
- Use of telephone and/or computer / internet facilities are to be at students own expense
- Personal items and insurance is at the student's own risk
- There being reasonable insurance cover by the Home stay Host in respect of the Home stay premises

Students may change Homestay only in certain circumstances. Examples might include:

- if there is a medical reason to do so
- a request from parents of the student or
- the placement in the particular Home stay Premises is not compatible, in the reasonable opinion of the student or homestay family

Homestay fees are paid directly to the School who transfer payment to the nominated homestay bank account. If the School has signed a CAAW letter for responsibility of the student, it will monitor arrangements and seek feedback from students/parents/guardians. This is to ensure they are happy and that their homestay host provides care and service which meets the expectations of their family and the School.

Change of Address Notification Prior to Commencement

Legislation requires that students notify the School of their address, phone and email prior to commencement and within 7 days of any changes when enrolled. Any changes to homestay arrangements must be approved by the

Enrolments Director before the changes take place. If a student changes her accommodation arrangements without the approval of the School, or she refuses to move to appropriate accommodation if her current situation is deemed inappropriate, the School will first contact the parent/guardian and then a report may be made to DHA outlining the fact that the School no longer approves of the students' arrangements. Such a report can lead to the cancellation of a student's enrolment as per our School Rules under Standard 13 of the National Code and DHA visa conditions.

Over 18 Years Studying at St Peter's Girls' School

When a student turns 18 years of age, the School requires students to continue to live in approved accommodation arrangements until the end of their study at the School. International students are not permitted to live independently while enrolled at the School.

Duty of Care

An International Student is treated with the same care and respect as all students. The School's duty of care extends whilst the student is attending School and School events such as camps and excursions outside the School. Any recreational activities that occur outside the School day are the responsibility of the homestay parents to monitor.

The School is not responsible for welfare of a student until they commence their enrolled course at St Peter's Girls' School. If a student is studying an English Language Intensive Course for Overseas Students (ELICOS) prior to commencing at the School their welfare is the responsibility of the ELICOS institution if they have created the Certificate of Enrolment (CoE) or CAAW documentation with DHA.

Telephone

All international students should have a phone card or their own mobile telephone. They can only use the homestay telephone if they have permission. They should not make or receive calls late at night, as this disturbs other members of the household.

Safety

Students should not use public transport alone at night as it is not safe. It is the responsibility of the homestay family to be aware of the student's whereabouts at all times. If the student is late coming back to her homestay they must ring them and if the student is in their homestay alone they must make sure the doors locked. If the homestay host is going away on holidays the students are not permitted to stay in the home by themselves and an alternative homestay will need to be arranged for the student until the homestay host returns.

Students Travelling

Where the School has signed a CAAW for a student as part of the student's visa grant process, the School is responsible for the student for the duration of the student's visa. For School vacation periods, it is important, therefore, that any arrangements for school holiday periods or for the period of time after a student leaves the school until her visa expires are communicated to the School.

Parental knowledge and consent need to be documented communicating any agreed arrangements, including travel home and sent to the School.

Students must obtain travel consent from the School allowing them to return home for holidays. First they must provide the School with a letter from their parents detailing travel arrangements for the student including dates when student will leave and return and details of the airline and flight numbers.

If an international student decides to travel to another destination whilst living with the homestay provider, the student is required to seek permission from the Principal and provide a letter of consent from her parents and provide flight departure and arrival times, travel itineraries and all contact details of who she is visiting.

Change of Address and Current Contact Details

The student is obliged to notify the School of any change of address while enrolled at the School. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address. Where the School has approved the student's welfare and accommodation arrangements, the student requires both the School's and the parent's approval for any changes to welfare and accommodation arrangements.

The School is required by law to request confirmation of current address and contact details in writing for each student (and parent or legal guardian if a student is under 18 years of age) at least every six months. St Peter's Girls' School will seek contact details from students including address, phone number and email address in Week 1 of Term 1 and Term 3 each year.

Privacy of Personal Information

The School's Privacy Policy is available on the website: <https://www.stpetersgirls.sa.edu.au/wp-content/uploads/2018/05/HRMS-007-Privacy-Policy.pdf>. St Peter's Girls' School is bound by the National Privacy principles contained in the Commonwealth Privacy Act.

In addition, information provided to the School by the student, parent or guardian may be made available to the Commonwealth and State agencies pursuant to the obligations under the ESOS Act 2007 and the National Code.

The School is also required under S19 of the ESOS Act 2000, to advise DHA about:

- changes to the student's enrolment
- any breach of a student visa condition relating to attendance, welfare status or satisfactory academic performance.

Suspension or Cancellation of Enrolment

The School is responsible for the student's Accommodation and Welfare for the period they are enrolled at the School according to their Certificate of Enrolment (CoE). If the School suspends or cancels enrolment during the period specified in the CoE, the School must continue to monitor the Accommodation and Welfare arrangements as per this policy until the student receives a CoE from another registered provider, DHA approves a nominated relative, the student leaves Australia or all avenues seeking a solution as pursued.

Policy Certification

Policy authorised by :	Principal
Responsibility of updating Policy/Procedure:	Business Director
Date policy implemented:	28/01/2014
Date Ratified:	14/01/2014
Date Reviewed/Revised:	7/10/2019
Date for next Review/Revision:	7/10/2021