

## Policy

Safety, respect, fairness, and good communication are at the heart of the St Peter's Girls' School Accommodation and 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. St Peter's Girls' School meets the state legislation and regulatory requirements relating to child welfare and protection, namely the National Framework for Protecting Australia's Children 2009-2020.

## Accommodation

Students 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 their welfare)
- Australian Homestay Network (AHN) for students 12 years and older (School is responsible for their welfare)

## 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/guardian'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 adhere to 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, therefore the parent/guardian must notify the School prior to leaving the country.

## 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, stepparent, 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 Service**

St Peter's Girls' School has signed an agreement with the Australian Homestay Network (AHN) to provide homestay services on behalf of the School. In addition to the approved procedures of AHN, all AHN homestays will be subject to Home Inspections conducted by St Peter's Girls' School to ensure compliance with the 2018 National Code.

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 Working With Children Check;
- Monitor the homestay families and general welfare arrangements; and
- 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 whilst placed in AHN arranged homestay as per the signed Confirmation of Appropriate Accommodation and Welfare (CAAW) letter signed. Any concerns regarding homestay should be first referred 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 Accommodation and Welfare Policy, all adults over the age of 18 years who have an international student residing with them (i.e. homestay family members) are required to provide the School with a current Working With Children 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 Working With Children Check;
- Document processes for monitoring the homestay and general welfare arrangements; and
- 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 referred 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) with adequate lighting for study purposes;
- Heating in winter and some means of cooling in summer;
- Access to shared bathroom, with reasonable time allowed for showers;
- Use of shared living areas of home;
- All cleaning services;
- Access to kitchen and laundry facilities or they must provide all meals and laundry;
- Three meals a day including recess and lunch for the school day;
- Linen (including laundering), gas and electricity included in the homestay charge;
- Agreed access for communication tools and television;
- Security and the hosts must reside at the home at all times; and
- There being reasonable insurance cover by the homestay provider in respect of the homestay premises.

Students are to be given a key to the home or arrangements made so that the student can gain access to the home at all reasonable times. In addition:

- Use of the telephone and/or computer/internet facilities are to be at student's own expense;
- Personal items and insurance are at the student's own risk; and
- 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, mealtimes and rules for behaviour, manners and courtesy.

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 homestay 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 bank account of the homestay provider. 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.

## Homestay Procedure

Refer to:

ISFO 001 Homestay Host Interview Checklist

ISFO 005 Homestay Standards – Information for Homestay Families

ISFO 006 Homestay Declaration Form

ISFO 010 Homestay Visit Form

ISFO 012 Homestay Family Registration Form

ISFO 013 Homestay Student Registration Form

ISPO 001A Appendix 1: Australian Homestay Network Policies

ISPO 004 Critical Incident Policy for International Students

### Accommodation with Parent/Suitable Relative in Australia

- Obtain a copy of the parent/suitable relative's passport and visa to confirm suitability;
- Arrange a home visit with the parent/suitable relative every six (6) months;
- Meet with the parent/suitable relative at parent/teacher interview;
- Simultaneously, monitor student behaviour and grades – looking out for any signs that may indicate problems at home;
- If problems are suspected, either through meeting or student indicators, organise a home visit.

### Australian Homestay Network Service

- Registration Form sent with the Written Offer;
- Completed registration form sent to AHN for processing;
- Any payments made to the School forwarded to AHN;
- AHN responsible for recommending, assessing, approving and monitoring homestay families;
- Additional home visit to be conducted by the School every 6 months;
- The School will supply the homestay family with a copy of the International Student Orientation Handbook.

### School Organised Homestay

- Recommended or interested families
  - Complete and return ISFO 012 Homestay Family Registration Form.
- Assess and Approve
  - During a home visit and interview, an ISFO 001 Homestay Host Interview Checklist is completed and if all requirements are met the families are approved;
  - All household members that are 16 years old and above are required to have a current Working With Children Clearance;
  - Students fill in and return ISFO 013 Homestay Student Registration Form;
  - Students are matched with approved families based on similarities in registration forms;
  - Ensure that the homestay family's home is a private residence, in compliance with local council requirements.
- Monitor
  - Arrange a home visit with homestay family every six (6) months
    - file copy of completed ISFO 010 Homestay Visit Form in the student file and upload to Synergetic DocMan.
  - Simultaneously, monitor student behaviour and grades – looking out for any signs that may indicate problems at home.
  - If problems are suspected, either through meeting or student indicators, organise a home visit.
    - file copy of completed ISFO 010 Homestay Visit Form in the student file and upload to Synergetic DocMan.

### Contacting Parents about Safety Concerns

#### Student Staying with Parent/Suitable Relative

If safety concerns arise either from the student or other reliable source:

- Talk to student about safety concerns;
- Contact the parent/approved guardian about safety concerns;
- All correspondence filed in student's file and uploaded to Synergetic DocMan.

### **Australian Homestay Network Service**

If safety concerns arise either from student or other reliable source:

- Talk to the student about safety concerns;
- Contact AHN about safety concerns;
- AHN contacts the parents with regard to safety concerns;
- School should be kept up-to-date on the status of the concern;
- All correspondence filed in student's file and uploaded to Synergetic DocMan.

### **For School Organised Homestay**

If safety concerns arise either from the student or other reliable source:

- Talk to student about safety concerns;
- Contact the homestay family about safety concerns;
- Contact parents/approved guardian with regard to safety concerns;
- All correspondence filed in student's file and uploaded to Synergetic DocMan.

### **Risk to Student**

If a risk to the student has been identified;

- The student is immediately removed from their accommodation situation;
- Alternative accommodation is arranged.
- The Critical Incident Policy for International Students should be followed

### **Changes to Homestay arrangements**

If a student is to be cared for by a parent or nominated relative that complies with Standard 5 of the National Code and is approved by Immigration then the CAAW will be removed and DHA will be notified.

Should the School no longer be able to approve the student's welfare and accommodation arrangements, DHA will be notified within 24 hours and parents will be informed immediately via all means necessary including, but not limited to, phone, email, social network, through the agent or any known relatives.

### **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 while 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 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 the 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 Confirmation 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, she must ring them and if the student is in their homestay alone she must make sure the doors locked. If the homestay host is going away on holidays the student is not permitted to stay in the home by herself 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 needs to be documented communicating any agreed arrangements, including travel back to their home country. This is to be sent to the School.

Students must obtain travel consent from the School allowing them to return home for holidays. 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.

## Students Travelling Procedure

### Refer to

ISFO 017 International Student Travel Advice Form

ISPO 001 Accommodation and Welfare Policy

ISPO 007 Code of Conduct Policy

## Students Travelling Home for the Holidays

Students who are travelling home for the holidays need to provide details of their trip to the School.

1. In Week Two (2) of each Term, email students (copying parents/guardians) the International Students Holiday Advice Form.
2. Contact students to determine their holiday plans.
3. Ask Home Group teachers at the beginning of the term to advise if any of their International Students inform them that they are returning home for the holidays.

4. Advise all students travelling home that they need to return their signed and completed form before booking flights.
5. Follow up with any students who have not returned their form no later than two (2) weeks before the end of term.
6. File returned forms in the student's file and upload to Synergetic DocMan.

### **Students travelling to places other than Home**

Students must submit any travel plans to the School prior to the trip taking place. All travel plans must be signed off by a parent or approved guardian.

Prior to the end of each term the International Student Coordinator will:

1. In all emails regarding holiday travel, inform students they need to inform the School of any and all travel plans.
2. Ask Home Group teachers at the beginning of the term to advise if any of their International Students inform them during the term that they are travelling.
3. Email any student (copying parent/guardian) travelling the International Students Holiday Advice Form and advise them to return a signed and completed copy of the International Student Holiday Advice Form.
4. Follow up on any student who has not returned their form no later than two (2) weeks before their scheduled departure date.
5. File all returned forms in student file and upload on Synergetic DocMan.

### **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 parents' 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. The 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 Section 19 of the ESOS Act 2000, to advise DHA about:

- changes to the student's enrolment; and
- 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 Confirmation 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 have been pursued in accordance with Standard 5.3.6 and 5.5 of the National Code 2018.

## Policy Certification

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