



International Students Accommodation and Welfare for Younger Students CRICOS Provider No. 00553M

Australian Government regulations (The National Code 2018) and Department of Immigration (Student visa conditions) require students under the age of 18 to have appropriate accommodation and welfare arrangements.

St Philip's Christian College is committed to maximising the safety and well-being of students under 18 at all times. It therefore requires each student under 18 to be placed in the care of a responsible guardian and homestay. Designated staff at relevant SPCC Schools (under the supervision of Principals) will ensure that parents are aware of the role and location of the guardian and that regular contact is maintained between the guardian, the College and the student's parents.

Risk Rating: High

Age and culturally appropriate information

Under Standard 5.2 of the National Code, the School must ensure that overseas students under 18 years of age are given age-and-culturally appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the School.
- Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

In the event of an emergency, the School ensures that all overseas students under 18 years of age enrolled at the School are provided with emergency contact numbers for:

- the Overseas Coordinator
- another nominated person deemed appropriate by the School.

This emergency contact information, as well as information on how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse, is provided to our overseas students in an age and culturally appropriate way in our induction processes.

Accommodation, Support and General Welfare Arrangements

Prior to a student under the age of 18 years receiving a CoE and formalising admission into a SPCC program, the Principal, via the International Student Advisor is responsible for ensuring suitable accommodation, support and welfare arrangements are in place and the student's parents have signed an agreement accepting the conditions of guardianship. The welfare and accommodation arrangements will remain in effect until such time that the student reaches the age of 18 years or:

- the student is accepted by another provider and that provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements
- the student leaves Australia

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- other suitable arrangements are made that satisfy the Migration Regulations, or
- the school reports to Department of Immigration through PRISMS, that it can no longer approve of the arrangements for the student

Where the school has taken on responsibility for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the school must:

- nominate the dates for which responsibility is accepted for approving the student's accommodation, support and general welfare arrangements
- have documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements, and
- advise Department of Immigration via PRISMS as soon as possible in the event that the younger student has changed his or her living arrangements or the school no longer approves of the arrangements for the student.

If a younger student has a student visa that covers multiple courses, it is the school with which the student is currently enrolled that is responsible for approving arrangements for the student's accommodation, support and general welfare during the specified period.

Approval of student's accommodation arrangements for under 18-year-old students rests with the Principal or Principal Executive Officer for the College.

Oversight of the accommodation arrangements in the day-to-day operations rests with the Homestay Co-ordinator and/or the International Student Adviser. The ultimate responsibility rests with the College Principal.

Each School has an identified 24-hour official contact person:

- Gosford- Andrea Burkill
- Waratah – Anne Anschau-Roach

Each School has a Critical Incident Policy relevant to International Students

Obligations of Guardianship

Obligations of guardianship for international students- only a parent or person who has legal custody of the student can nominate a guardian for that student.

Eligibility

The person accepting the role of guardianship is required to:

- Be over 21 years of age, be comfortable conversing in English and reside in regional area of enrolled college whilst the student is enrolled at SPCC schools.
- Provide a Working with Children's Check
- Must be of good character and have permission to reside in Australia until the student has completed their course
- Provide documentary evidence from the parent of the student of his/her guardianship by completing the **Appointment of Guardianship** form
- Provide a statement to the College of his/her acceptance as guardian to the nominated student by completing the **Acceptance of Guardianship** form

General Responsibilities

The responsibilities of the guardian include:

- Regular contact with both the student and their parents
- Notifying the College of student absences

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- Acting on the parents' behalf in dealings with the College
- Being readily available to discuss matters of concern
- Attending the College functions and events that concern the student, such as information nights, parent/teacher interviews or guardian/Homestay meetings
- Being readily available to support the student when needed for example with health matters, medical emergencies, travel and accommodation arrangements during vacations
- Being actively involved in the wellbeing of the student through, for example, invitations to meals and social events; encouraging the student to attend church and youth groups
- Showing an interest in, and monitoring the academic progress of the student
- Informing the College of an appropriate guardian's proxy when the guardian is unavailable for any reason. If the guardian needs to leave the area for a short duration, i.e. four weeks or less, a 'proxy' guardian must be nominated. For absences longer than one month, a new guardian must be appointed

A student's place at the College is dependent on compliance with these terms and conditions.

Procedures- Accommodation Approval

Each registered school of St Philip's Christian College administers a Homestay Program to facilitate the International Student Program by placing overseas students with Australian families. The Standards for this Program are set out in detail in the Homestay Handbook and mirrored in the Student Handbook.

The College appreciates the increasing responsibility and associated risk that attends to meeting accommodation standards for international students and is in the process of adopting industry benchmarks.¹

The responsibility for the authorisation of accommodation and production of the CAAW rests with the Principal or PRISMS Principal Executive Officer (PEO).

The Homestay Co-ordinator or International Student Adviser is responsible for the logistics of Homestay placements and procedures outlined below.

A Database is kept of suitable Homestay families

This is regularly updated and reviewed

Homestay suitability assessment and monitoring of accommodation and welfare procedures:

- ✓ Completion of a basic questionnaire (amenities & family structure)
- ✓ Home Inspection- See Homestay Register Checklist
- ✓ Reading Homestay Handbook
- ✓ Attendance at Homestay Training and Information Nights
- ✓ Monthly calls, connect
- ✓ Six month revisit, inspection

Completing all relevant documentation:

- ✓ Working with Children papers
- ✓ Signing a Homestay Agreement
- ✓ Guardianship Agreement/Acceptance Forms as required

Samples of the forms and handbook are attached along with the Homestay Register Checklist.

Process:

- Student enrolled with eCOE and CAAW form produced
- Student Support personnel nominated by PEO for each campus:
 - Andrea Burkill – Gosford Campus
 - Anne Anshau-Roach – Waratah Campus

Nominated staff as above is on 24 hour call for any emergencies relating to International Students.

- Matching student to family
 - On shore – student to complete Request to Change Homestay Form
 - Check Homestay database for possible compatible families
 - Visit 3 possible families for both parties to evaluate
 - Organise moving time with gaining and losing family
 - Advise Homestay Accounts assistant for payment update
 - Update PRISMS with new address
 - Check with student/family after 1 week to check progress
 - Off Shore – new student
 - Check Homestay database for possible compatible families and make the best match given whatever information there is
 - Organise airport pick-up if there is no extended family representative or agent.
 - ISP personnel (normally 1st language support officer) or Agent meets new student and accompanies the student to Homestay and inducts the student into the Homestay environment.
 - ISP personnel (normally 1st language support officer) or agent then on-call for both student and Homestay for the 1st week.
 - ISP personnel undertake an orientation program following the Orientation Pro-forma over a number of weeks. This includes induction sessions within the 1st week with the student covering school rules; school uniform; Australian school systems/teaching methods; living in Australia etc using the Student Handbook as a base.
 - Orientation with basic facilities like post office; opening a bank account; taking them to the Asian supermarket or section of the supermarket (if applicable)
 - ISP personnel help activate OSHC on School Day 1

Appendix 1:

SPCC Standards as a Homestay Provider

As a Homestay provider, St Philip's Christian College is committed to maintaining and implementing the following standards:

- ✓ A professional approach to ensuring that there is appropriate and compulsory (guaranteed) insurance cover for Hosts as determined by SPCC from time to time and in line with Industry expectations
- ✓ Preparation for the Homestay Provider through provision of a detailed Homestay Handbook
- ✓ A documented agreement to be signed by all host families outlining appropriate policies and the host obligations
- ✓ A documented and comprehensive approach to student orientation – Keep a record
- ✓ A student policy which guides student expectations and outlines responsibilities of the host family and Homestay provider – Homestay Handbooks
- ✓ A 24/7 Emergency and Critical incident phone support strategy which meets an acceptable and professional standard
- ✓ An ongoing strategy for the management and accountability of all payments made on behalf of the student to the Homestay host (Accounts Department)

Appendix 2:

RECORD OF HOMESTAY ORIENTATION & INTERVIEWS

Student Name: _____ **Date:** _____

Year: _____ **Commencement date:** _____ **Homestay Name:** _____

Interviewer's name _____

Items to be covered

- **House rules** (e.g. time allowed in shower; how late can they receive phone calls etc.)
- **Transport to School** (e.g. will they drive the student/ what no. bus/ where's bus stop etc.)
- **Uniform arrangements** - explain when uniform shop is open.
 - Friday 8.30 – 1.30; Tuesday 12 – 3.30pm

Communication:

- internet access;
- mobile phone/sim card
- 24 hour on call card for Student Contact officer
- Mobile phone number for first language support officer

Interviewer's Notes:

Follow-up required:

Appendix 3:

HOST FAMILY APPLICATION

PLEASE RETURN THIS COMPLETED FORM TO THE FRONT OFFICE

Host Family Details:

Family Home Address: _____
Street Name and Number

_____ Post Code
Suburb/City/Town

_____ Email
Phone Mobile phone

How long have you lived at the present address? _____

Host Father: _____
Last name First name Middle name

_____ Age
Date of birth Place of birth

If not born in Australia, how long have you lived here? _____

Religion _____ Occupation: _____

Company: _____ Hours of work: _____

Address: _____

Phone No: _____ Mobile: _____

Host Mother: _____
Last name First name Middle name

_____ Age
Date of birth Place of birth

If not born in Australia, how long have you lived here? _____

Religion _____ Occupation: _____

Company: _____ Hours of work: _____

Address: _____

Phone No: _____ Mobile: _____

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Emergency Contact: _____
Last name First name

Phone No: _____ Mobile No: _____

Relation: _____

Children in Host family or other family members (Please also indicate those not living at home)

Name	Age	Sex	School/Employment	Reside at home Y/N	Mobile

Do you have animals living indoors or outdoors on your property? If so please list what kind of animal.

Description of Dwelling

No of bedrooms: _____ Single/double storey/split level : _____

Brick/weatherboard/other : _____ Level/steep block _____

Telephone facilities: _____ No. of phones: _____ No. of lines: _____

Internet: Do you have an internet connection? _____ If so, what speed? _____

Proximity to public transport (closest bus stop): _____

Any other special facilities_(e.g. piano, pool)

How far is the college from your home?

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What method of transport must be used to get there?

Neighbourhood Details:

Please describe the neighbourhood you live in.

What activities are there available for teenagers in your area?

Prior Experience

Have you been a Homestay parent before? _____ If yes please list details below:

Student Name/s	Age/s	Coordinating organisation	Country/How long	Reason for leaving

In total (roughly) how long have you been a Homestay Parent? _____

Personal Questions:

Would you be willing to host a student who is:	Allergic to animals	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Vegetarian:	<input type="checkbox"/>	<input type="checkbox"/>

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Please describe the household duties expected of your children.

What household duties would you expect of your exchange student?

Host Family interests and social/organisations to which you belong:

Host Father:

Host Mother:

Children:

Please list activities each child is engaged in by their names.

Does any member of your family play a musical instrument? Please give details.

Does the family attend any religious services?

Yes No If so - how often _____

What denomination of faith? _____

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Would you expect your student to attend religious services with the family?

Yes No If so - how often _____

Will your student share a room? If so with whom?

Can you provide a quiet study area for your student?

What qualities of your family life would you most like to share with the student and what does your family think they will learn from hosting?

Does anyone in your family smoke?

Yes No If yes, Inside Outside

What are your feelings towards a student who smokes? Would they be accepted in your household?

Do you have a copy of a police check?

If not, would you agree to lodge an application for a police check?

Closest relative or friend NOT living with you:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Signature/s

Home stay Parents

1. _____ (Print Name/s) : _____ Date: _____

2. _____ (Print Name/s) : _____ Date: _____

School Representative

3. _____ (Print Name/s) : _____ Date: _____

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BANK DETAILS (for Homestay payments)

Bank: _____ BSB: _____ Account No: _____

Account Name: _____

Office Use only

Name of international student:

.....	
...../...../.....			
Last name	First Name	Nationality	Birthdate/ dd/mm/yy

Appendix 4:

HOMESTAY AGREEMENT

As a participant in the Homestay program of St Philip's Christian College I/we acknowledge my/our ministry and responsibilities as a Homestay parent/s by:

Having read the Homestay Handbook I/we agree to adhere to the standards and protocols outlined in the booklet noting in particular:

- Adherence to the cost structure and conditions as outlined in the Accommodation Fee Section of the Homestay Handbook
- Encouraging the student to attend a Christian church or youth group activity at least twice a month, assisting with transport as and when required
- Encouraging the student's to assimilate into Australian culture and mastering the **English** language engaging the student in family and community interaction.
- Reinforcing and encouraging student's adherence to school rules and regulations particularly in relation to being on time; uniform requirements etc.
- Attending parent/teacher interview nights
- Attending Homestay meetings (if required)
- Advising any changes in circumstances including change in household members

General Responsibilities

The responsibilities of the guardian include:

- Regular contact with both the student and his/her parents
- Notifying the College of student absences
- Acting on the parents' behalf in dealings with the College
- Being readily available to discuss matters of concern
- Attending the College functions and events that concern the student, such as Information Nights, parent/teacher interviews or guardian/Homestay meetings
- Being readily available to support the student when needed for example with health matters, medical emergencies, travel and accommodation arrangements during vacations
- Being actively involved in the wellbeing of the student through, for example, invitations to meals and social events; encouraging the student to attend church and youth groups
- Showing an interest in, and monitoring the academic progress of the student
- Informing the College of an appropriate guardian's proxy when the guardian is unavailable for any reason. If the guardian needs to leave (insert local area) for a short duration, i.e. four weeks or less, a 'proxy' guardian must be nominated. For absences longer than one month, a new guardian must be appointed

A student's place at the College is dependent on compliance with these terms and conditions.

Signature/s: _____

(Print Name)

(Print Name)

Date: _____

Appendix 5:

Request to Change Homestay Placement

Student Name: _____

Current Homestay: _____

Does your homestay know that you want to move? _____

Explain briefly why you want to move?

When are you hoping to move? _____

What are you looking for?

Distance from school . Walking distance
 . Easy access
 . Doesn't matter

Family structure . To be part of a family with children
 . No children/older children
 . Doesn't matter

Pets Okay
 Not okay
 Doesn't matter

Any special requests: _____

Please note the following:

- 1) Under no circumstances are you to change homestays without negotiating this through International Student Adviser.
- 2) All changes must be approved by the Principal
- 3) 2 Weeks' notice must be given to your homestay.
- 4) If you choose to leave before the 2 weeks are up then you will still need to pay.

Appendix 6:

PARENTAL PERMISSION FOR OVERNIGHT STAY IN SYDNEY

I/We _____ give/do not give permission for our son/daughter _____ to stay overnight in Sydney (according to College guidelines).

The people we are prepared to nominate for our International Student to stay overnight with are:

Full Name:

Address:

Contact No.: _____

WWCC No.: _____ Birth Date: _____

Signed: _____

Date: _____

Office Use only

WWCC Cleared: Yes / No

International Student Advisor Acknowledgment (sign): _____

Appendix 7:

Permission to Travel Form

Section A: Homestay Parent/Caregiver

I/We _____ give/do not give permission for our International student

_____ to visit _____ (in accordance with the School guidelines).

Date of visit: _____ Date of return: _____

Transport arrangements arrival: _____

Transport arrangements return: _____

The people/students _____ is travelling with are:

Name: _____ Mobile: _____

The people we nominate for our International Student to visit are:

Name: _____ Phone no: _____

Address: _____

Signed Homestay Parent/Caregiver: _____ Date: _____

Section B: Student and International Student Advisor

Student response:

I, _____, agree to abide by the student conduct guidelines outlined in the Student Handbook.

My contact phone number is: _____

Signed: _____ Date: _____

International Student Advisor Approval

Signed: _____ Date: _____

Appendix 8:

**APPOINTMENT OF GUARDIANSHIP FORM
CRICOS 00553M**

This **form is to be completed by the parents of the international student** to clarify who will be their legal guardian if they are not personally supervising them in Australia.

This person appointed will then be understood to have custody of the student in lieu of the parents having legal custody.

A student's place at the College is dependent on compliance with these terms and conditions.

Eligibility

The person accepting the role of guardianship is required to:

1. Be over 21 years of age
2. Be comfortable conversing in English
3. Reside in a region near the enrolled college whilst the student is enrolled at SPCC schools
4. Provide a current Working with Children's Check (the main guardian must have a paid WWCC)
5. Must be of good character and have permission to reside in Australia until the student has completed their course
6. Provide a completed version of the Acceptance of Guardianship form to the College

General Responsibilities

The responsibilities of the guardian include:

- Regular contact with both the student and his/her parents
- Notifying the College of student absences
- Acting on the parents' behalf in dealings with the College
- Being readily available to discuss matters of concern
- Attending the College functions and events that concern the student, such as information nights, parent/teacher interviews or guardian/Homestay meetings
- Being readily available to support the student when needed for example with health matters, medical emergencies, travel and accommodation arrangements during vacations
- Being actively involved in the wellbeing of the student through, for example, invitations to meals and social events; encouraging the student to attend church and youth groups
- Showing an interest in, and monitoring the academic progress of the student
- Informing the College of an appropriate guardian's proxy when the guardian is unavailable for any reason. If the guardian needs to leave Newcastle area for a short duration, i.e. four weeks or less, a 'proxy' guardian must be nominated. For absences longer than one month, a new guardian must be appointed

DETAILS FOR COMPLETION for APPOINTMENT OF THE GUARDIAN

Name of the Enrolling Student: _____

Name of the Parent(s) of the Enrolling Student: _____

Address of the Parents: _____

Email of the Parents: _____

Name of the Guardian of the Enrolling Student: _____

Address of the Guardian: _____

Email of the Guardian: _____

Phone Contact of the Guardian: _____

Emergency Contact if the Guardian is not available:

Name: _____

Phone no.: _____

Declaration

I/ We, as parents of _____ [print the enrolling student's name] declare that the _____ [print the name of the guardian here] fulfils the qualifications and commitments of being the guardian for our child, while they reside in Australia and are studying at St Philip's Christian College Gosford.

I give the appointed guardian the authority to act on my behalf concerning the welfare, discipline and academic progress of my child.

I agree to inform the College immediately if there is a change of guardianship and will submit a new form.

Signed: _____ Date: _____

Witnessed: _____

(Print)

_____ Date: _____

(Sign)

Appendix 9:

ACCEPTANCE OF GUARDIANSHIP FORM CRICOS 00553M

This form is to be completed by the *person accepting guardianship* of the international student to clarify who will be their guardian if they are not personally supervising them in Australia.

This person will then be understood to have custody of the student in lieu of the parents having legal custody.

A student's place at the College is dependent on compliance with these terms and conditions.

Eligibility

The person accepting the role of guardianship is required to:

1. Be over 21 years of age
2. Be comfortable conversing in English
3. Reside in a region near the enrolled College whilst the student is enrolled at SPCC schools
4. Provide a current Working with Children's Check (the main guardian must have a paid WWCC)
5. Must be of good character and have permission to reside in Australia until the student has completed their course
6. Provide a completed version of the Acceptance of Guardianship form to the College

General Responsibilities

The responsibilities of the guardian include:

- Regular contact with both the student and his/her parents
- Notifying the College of student absences
- Acting on the parents' behalf in dealings with the College
- Being readily available to discuss matters of concern
- Attending the College functions and events that concern the student, such as information nights, parent/teacher interviews or guardian/Homestay meetings
- Being readily available to support the student when needed for example with health matters, medical emergencies, travel and accommodation arrangements during vacations
- Being actively involved in the wellbeing of the student through, for example, invitations to meals and social events; encouraging the student to attend church and youth groups
- Showing an interest in, and monitoring the academic progress of the student
- Informing the College of an appropriate guardian's proxy when the guardian is unavailable for any reason. If the guardian needs to leave the area for a short duration, i.e. four weeks or less, a 'proxy' guardian must be nominated. For absences longer than one month, a new guardian must be appointed

DETAILS FOR COMPLETION for APPOINTMENT OF THE GUARDIAN

Name of the Enrolling Student: _____

Name of the Parent(s) of the Enrolling Student: _____

Name of the Guardian of the Enrolling Student: _____

Address of the Guardian: _____

Email of the Guardian: _____

Phone Contact of the Guardian: _____

Emergency Contact if the Guardian is not available:

Name: _____

Phone no.: _____

Declaration

I accept from the parents of _____ [print the enrolling student's name] that I _____ [print your name here] fulfil the qualifications and will fulfil the commitments of being the guardian for this child, while they reside in Australia and are studying at St Philip's Christian College Gosford, as listed below ["Yes" or No" MUST be circled for each item below]:

Eligibility Criteria

1. I am over 21 years of age: Yes / No
2. I am comfortable conversing in English: Yes / No
3. I reside in a region near the enrolled college whilst the student is enrolled at SPCC schools: Yes / No
4. I have provided evidence of police clearance from NSW Police: Yes / No
5. I am of good character and have permission to reside in Australia until the student has completed his/her course: Yes / No

Able to Fulfil These Responsibilities

1. I will have regular contact with both the student and his/her parents: Yes / No
2. I will notify the College of student absences: Yes / No
3. I will act on the parents' behalf in dealings with the College: Yes / No
4. I will be readily available to discuss matters of concern: Yes / No
5. I will attend the College functions and events that concern the student, such as information nights, parent/teacher interviews or guardian/Homestay meetings: Yes / No

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6. I will be readily available to support the student when needed for example with health matters, medical emergencies, travel and accommodation arrangements during vacations: Yes / No
7. I will be actively involved in the wellbeing of the student through, for example, invitations to meals and social events; encouraging the student to attend church and youth groups:
Yes / No
8. I will show an interest in, and monitor, the academic progress of the student: Yes / No
9. I will Inform in writing the College of an appropriate guardian's proxy when the I am unavailable for any reason: Yes / No [Note: If the guardian needs to leave the school's area for a short duration, i.e. four weeks or less, a 'proxy' guardian must be nominated. For absences longer than one month, a new guardian must be appointed]

Signed: _____ Date: _____

Witnessed: _____
(Print)

_____ Date: _____
(Sign)