



International Students Accommodation and Welfare for Younger Students

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

Requirements

- 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
 - 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

Each School has a Critical Incident Policy relevant to International Students (see later section)

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 (Appendix)
- Provide a statement to the College of his/her acceptance as guardian to the nominated student by completing the **Acceptance of Guardianship** form (Appendix)

General Responsibilities

The responsibilities of the guardian include:

- Regular contact with both the student and their 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

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

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