

# Full Fee Paying Overseas Student School Accommodation Policy

Policy Audience: Staff, Parents and Students

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## 1.0 Rationale

Where (KGS) has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for an international student accepting the responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18, the school will not delegate, outsource or contract out that responsibility to another party.

The School will organise and place international students in school approved Homestay accommodation in accordance with the National Code 2018 and the VRQA Child Safe Standards.

KGS is committed to organising Homestay accommodation for students that ensures minimal risk of harm to students and maximises the likelihood of them having a positive experience of studying at KGS and of living in Melbourne.

Additionally, KGS is committed to ensuring that close family relatives approved by the Department of Immigration understand their obligations in caring for international students who will reside in their care.

## 2.0 Child Protection

Where KGS enrolls a student who is under 18 years of age, it will meet the Commonwealth and Victorian Child Safe Standards requirements relating to child welfare and protection.

Furthermore, KGS will ensure students under 18 years of age are given age- and culturally-appropriate information on:

- Who to contact in emergency situations, including the 24-hour emergency contact number of the International Student Coordinator and another member of the School Executive.
- Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

## 3.0 Students Under the Age of 13

KGS strictly adheres to VRQA Guidelines. As such, the School will not accept an enrolment from an international student who is under a minimum age of 14 years at enrolment and will require Homestay accommodation.

While KGS does have CRICOS registration for students younger than 14 years of age, such students must reside with a Department of Home Affairs (DHA) approved parent or relative.

## 4.0 Accommodation

Where KGS takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements (but not including guardianship, which is a legal relationship not able to be created or entered into by KGS) for a student who is under 18 years of age, KGS will:

1. Nominate the dates for which KGS accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advise Immigration, which is responsible for administering the Migration Regulations, of the dates in *the form required by that department*.

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2. Ensure any adults involved in or providing accommodation and welfare arrangements to the student have a Working with Children Check (WWCC) and have read and agree to abide by Kilvington's Child Safe Policies.
3. The International Student Coordinator will verify, in person, by visiting the premises, that the student's accommodation is appropriate to the student's age and needs:
  - a. Prior to the accommodation being approved.
  - b. At least every six months thereafter.
4. In emergency situations and when welfare arrangements are disrupted for students under 18 years of age, KGS will activate its Critical Incident Policy and also keep a number of emergency Homestays available for students who may need to be moved at short notice.
5. Maintain up-to-date records of the student's contact details, including the contact details of the student's parent(s), legal guardian or any adult responsible for the student's welfare.
6. Advise Immigration in the form required by that department:
  - As soon as practicable if the student will be cared for by a parent or nominated relative approved by Immigration, and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required.
  - Within 24 hours if KGS is no longer able to approve the student's welfare arrangements.
7. If KGS is no longer able to approve the welfare arrangements of a student, KGS will make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately.
8. If KGS is unable to contact a student and has concerns for the student's welfare, KGS will make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as practicable.
9. Where KGS suspends or cancels the enrolment of the overseas student, KGS will continue to approve the welfare arrangements for that student until any of the following applies:
  - The student has alternative welfare arrangements approved by another registered provider.
  - Care of the student by a parent or nominated relative is approved by Immigration.
  - The student leaves Australia.
  - KGS has notified Immigration that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.
10. If KGS enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, KGS will:
  - Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap.
  - Inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

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## 5.0 Safe Practices

Where KGS has issued a CAAW letter accepting responsibility for approving the accommodation, support and general welfare arrangements for an overseas student, the School ensures that the student's accommodation meets the following minimum standards:

1. Overseas students who are on a CAAW letter who are a minimum age of 14 or are in Year 9 (whichever comes first) will not be offered Homestay accommodation.
2. The School has appropriate processes for recruiting and screening Homestay families, including an in-person interview with adult host family members residing permanently in the home.
3. The School has evidence that a valid *Working With Children Check (WWCC)* has been obtained for any person aged 18 or over residing in the home.
4. The home provides a safe, secure, private bedroom for the student's sole use with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes.
5. The home is clean and has appropriate furnishings suitable for a family and students.
6. There is access to a shared or private bathroom, with reasonable time allowed for showers.
7. There is access to kitchen, living areas, laundry facilities and shared areas of the home.
8. There is some form of heating in winter if required and some means of cooling in summer.
9. Students are to be provided with any keys, alarms or passwords required to have free access to the homestay residence.
10. The ability to conduct assessments of the Homestay with access to all areas of the Homestay premises for the purposes of checking compliance with the Homestay standards required by the School.
11. Host families have appropriate insurance policy cover for students residing in their home.
12. All stakeholders can contact the International Student Coordinator via the 24-hour emergency number in the event of an emergency.
13. There are a number of families on call who are able to accept an international student at short notice in the event that their welfare arrangements are interrupted.

## 6.0 Staying with Relatives

Where KGS enrolls an international student who will reside in the care of close family relatives approved by the Department of Immigration, the School will:

- a. Meet with the nominated relative in person and provide the relative with information about KGS, including any obligations of parents/guardians of enrolled students.
- b. Advise the relative to contact the education provider in the event of any change in the student's accommodation arrangements or the relative's contact details.

## 7.0 Homestay Monitoring Process

After an initial visit to a potential Homestay and its subsequent approval in principle, Homestay accommodation will be reviewed at a maximum of six month intervals, towards the end of Terms 1 and 3.

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Prior to the six month visits, Homestay hosts will be asked to provide the following;

- Information on any new adults over 18 who have started living at the Homestay on a regular basis and, if applicable, the Working with Children Check details of that person(s).
- a copy of an up-to-date insurance policy which shows coverage for paying lodgers.

In addition to six monthly checks, Homestay accommodation monitoring will occur regularly through informal conversations with international students, their Parent Representative and Homestay host.

It is the responsibility of the International Student Coordinator to continue monitoring the suitability of students' Homestay arrangements.

## 8.0 Breach of Policy

KGS reserves the right to move a student in the event that either a student or Homestay host does not conform to this Policy.

Where a staff member breaches this Policy, KGS may take disciplinary action, including, in the case of serious breaches, dismissal.

## 9.0 Related Legislation

- Education Services for Overseas Students (ESOS) Act (2000).
- National Code of Practice for Providers of Education and Training to Overseas Students (2018).
- Victorian Child Safe Standards (2017).

## 10.0 Implementation

The International Coordinator is responsible to the Principal for the development of whole school policy in this area.

The International Coordinator will monitor the overall implementation of this Policy and report annually, or as required to the Deputy Principal and/or Principal.

## 11.0 Evaluation

**Policy reviewed March 2020**

**Review cycle 5 years**