



VCEPP503 STUDENT ACCOMMODATION, GUARDIANSHIP AND WELFARE ARRANGEMENTS POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to establish principles and processes for NMGC's provision of appropriate accommodation, support and general welfare arrangements for *all* students (but particularly international students who are under the age of 18 and who are not cared for in Australia by a parent or suitable nominated relative).

This policy is dedicated to ensuring NMGC promote secure, quality education with a focus on safety and welfare of overseas students under 18 years of age.

This policy has been developed to provide guidance to staff about appropriate actions if there is suspicion on reasonable grounds, that an underage student is at risk of being neglected or sexually, physically or emotionally abused. In accordance with the requirements of The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 5.

This policy must be read in conjunction with the Student Welfare Policy and Procedure, Learning Support Policy and Procedure, Incident Policy and Procedure as well as Critical Incident Policy and Procedure.

SCOPE

All students under 18 years of age have a right to feel and be safe. This policy applies to any overseas student or prospective student under the age of 18 years; as well as), the Principal, the welfare team of College, NMGC management team and all stakeholders. This policy incorporates the safety of younger students in their places of learning, including campuses, industry / work placements

This policy also assures the suitability of employees, contractors and sub-contractors for direct contact with young people as part of their employment with us by preventing individuals with a criminal history, which affects their suitability to work with minors, from working with students under 18 years.

DEFINITIONS

NMGC or The College	North Melbourne Grammar College
SCEI	Southern Cross Education Institute
National Code 2018	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
SWO	Student Welfare Officer
DHA	Department of Home Affairs
CAAW Letter	The Confirmation of Appropriate Accommodation and Welfare proforma letter from the <u>Department of Home Affairs</u> .
CoE	A document, provided electronically, which is issued by the registered provider to intending international students and which must accompany their application for a student visa. It confirms the student's eligibility to enrol in a particular course of the registered provider.



Guardian / Advocate	A parent or other adult legally invested with the managing of the rights of a person under the age of eighteen.
Adult	Means anyone aged 18 years and over (and includes Staff Students, researchers, visitors, parents, carers and Guardians / Advocates).
Young Person	Means a person who is currently under 18 years of age whether or not enrolled as a Student. The plural of 'young person' in this Policy is 'young people'.

POLICY PRINCIPLES AND STATEMENT

Commitment to Child Safety

1. NMGC values Young People and is committed to their safety and wellbeing. NMGC wants Young People to be safe and happy. NMGC supports and respects all Young People.
2. NMGC is committed to the safety, participation and empowerment of all Young People. To ensure the safety and best interests of Young People NMGC takes into account the needs of those with Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.
3. NMGC has zero tolerance of Child Abuse or Harm, and all allegations and safety concerns made to NMGC will be treated very seriously and consistently in line with NMGC's policies and procedures.
4. NMGC has moral and legal obligations to contact authorities when it is concerned about a Young Person's safety and wellbeing. Refer to Child Safety Policy and Procedure, NMGC Student Welfare and Child Safety Framework, Statement of Commitment to Child Safety, Child Safety Response and Reporting Procedure and Responding to Claims of Child Abuse Policy and Procedure.
5. NMGC is committed to preventing Child Abuse or Harm by or through the early identification of risks and the removal and reduction of those risks.
6. NMGC has robust human resources and recruitment practices for all Staff and is committed to regularly training and educating its Staff on the risks of Child Abuse or Harm.
7. NMGC has policies and procedures to guide and support its leadership team and Staff to achieve these commitments to provide a Child-Safe Environment.
8. NMGC will maintain up-to-date records of all contact details relating to the student, which includes:
 - 8.1. Student contact information
 - 8.2. Contact information of the student's parent/s. advocate / legal guardian or any adult responsible for the students welfare
 - 8.3. Written agreements will contain a requirement of the overseas student that, throughout their studies, they must notify NMGC of the following:
 - 8.3.1. Student contact details; email, phone and residential address
 - 8.3.2. Emergency contact details
 - 8.3.3. Update these required details within 7 days of any changes

Safety and Participation of Children

9. NMGC encourages all Young People who participate in its Activities to express their views about matters that directly affect them or are of importance to them.
10. NMGC will ensure that Young People are provided appropriate information as to their rights and the standards of care to which they are entitled and provided guidance and support with regard to raising concerns, making complaints or letting someone know if they feel unsafe.
11. NMGC will listen to and appropriately act on any concerns raised by a Young Person or any Adult concerning the safety and wellbeing of a Young Person.

Recruiting Staff

12. NMGC applies the best practices and standards in the recruitment and screening of Staff and takes all reasonable steps to engage skilled and appropriate people to work with Young People. For more information, please refer to Staff Recruitment Policy



Supporting Staff

13. All Staff must abide by the NMGC Appropriate Workplace Behaviour Policy which specifies the standards of conduct required when interacting with Young People.
14. NMGC will ensure that all Staff understand their roles in supporting a Child-Safe Environment at NMGC. Staff will receive induction and ongoing training, education and support relating to this Policy and Safety and Welfare of Children and Young People Procedure.

Accommodation and Welfare Requirements

15. All young people applying for a student visa must have their proposed accommodation and welfare arrangements approved by the DHA. There are two arrangements possible for younger students:
 - 15.1. A young person can study in Australia if staying with a parent/legal Guardian / Advocate or a suitable nominated relative who is over 21 years of age and is deemed by DHA to be of good character, (**referred to from this point forward as arrangement A**), or
 - 15.2. The young person must have all accommodation and welfare arrangements approved by NMGC Principal (**referred to from this point forward as arrangement B**)
16. For both arrangements A and B, the following applies:
 - 16.1. The enrolment of any student under the age of 18 years must satisfy all legislative and regulatory requirements relating to child welfare and protection appropriate for our jurisdiction. ^(5.1)
17. NMGC will ensure the dissemination of the following information in an age appropriate and culturally sensitive manner:
 - 17.1. Who the student can contact in emergency situations, both links to external services and contact numbers of a nominated staff member and/or service provider
 - 17.2. How to seek assistance and report harm to the student such as any incidents /allegations of actual or alleged sexual, physical or other abuse in Australia

Accommodation, Support and Welfare Arrangements

18. **Arrangement A**
 - 18.1. If the student will be cared for by a parent or nominated suitable relative approved by Immigration. NMGC will supply the CoE and a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter is not required.
 - 18.2. Accommodation and Welfare Verification Procedure will be followed, with the living arrangements of the younger students being confirmed by the parent(s) or Guardian / Advocate by completing **The Accommodation and Welfare Arrangement Form**.
19. **Arrangement B**
 - 19.1. If neither a parent nor a nominated suitable relative are available in Australia to directly provide for the welfare of a student, NMGC may opt to accept the student and as the education provider NMGC must approve suitable accommodation and welfare arrangements. A CAAW letter is provided to DHA by NMGC Principal and the student is provided with their COE for the purpose of applying for a visa.
 - 19.2. Where NMGC assumes responsibility under the Migration regulations for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the NMGC will: ^(5.3)
 - 19.3. Nominate the dates of the period for which NMGC accepts the responsibility of approving the student's accommodation, support and general welfare arrangements, including the date that NMGC begins taking on responsibility and the date of ceasing such responsibility.
 - 19.4. This period nominated must be at least the duration of the CoE with the addition of seven days, or until the student reaches 18 years of age plus seven days. Immigration recommend that providers take responsibility for the welfare of a younger student at least one week before their course commences
 - 19.5. Advise Immigration, as the party responsible for administering the Migration Regulations, of these dates in the form required by that department (CAAW).
 - 19.6. NMGC must have welfare arrangements in place until the student turns 18, even if this is before their course commences.
 - 19.7. Accurate and up-to-date records of the student's contact details will be maintained, as outlined in Standard 3.5, including contact details for the parent(s), legal Guardian / Advocate or any adult responsible for the



student's welfare. Recorded changes are subject to the same obligation to advise Immigration in the form required by that department. ^(5.3.5-6)

19.8. Younger students must seek prior approval from NMGC before making changes to their accommodation and welfare arrangements.

20. If the student's Guardian / Advocate leaves Australia:

20.1. For students studying under Arrangement B

20.1.1. If a student's Guardian / Advocate is required to leave Australia during their stay alternative welfare arrangements must be made prior to their departure. Should NMGC become aware that this may occur, the student and their Guardian / Advocate will be advised of the following and referred to the Australian Department of Home Affairs webpage below for further information:

<https://www.homeaffairs.gov.au/Trav/Stud/More/welfare-arrangements-under18>

20.1.2. The student's Guardian / Advocate must provide evidence of:

20.1.2.1. compelling and compassionate circumstances

20.1.2.2. alternative accommodation and welfare arrangements have been made until the Guardian / Advocate returns

20.1.2.3. dates of departure and return

20.1.3. The following alternative welfare arrangements are acceptable to immigration:

20.1.3.1. Nomination of an alternative student Guardian / Advocate who must be, except in limited circumstances, a parent or relative aged 21 years or over. [Form157N Nomination of a student Guardian / Advocate \(178KB PDF\)](#) will outline documentation to provide when nominating a student Guardian / Advocate.

20.1.3.2. This form must be submitted to NMGC for approval

20.1.3.3. The required documentation must be lodged with Australian Department of Home Affairs by the Guardian / Advocate prior to leaving Australia

20.1.4. Australian Department of Home Affairs will advise the student or the student's Guardian / Advocate, if they hold a Student Guardian / Advocate visa, whether the alternative arrangements are approved. If the arrangements are not approved by Australian Department of Home Affairs, the student's Guardian / Advocate cannot leave Australia without the student, doing so could result in the student's visa being cancelled. If a student does not maintain adequate welfare arrangements, their visa could be cancelled.

Approving living arrangements

21. **For students studying under Arrangement B**, - Students without an appropriate Guardian / Advocate in Australia will need to:

21.1. Apply for appropriate accommodation and welfare arrangements to be approved by NMGC. NMGC will consider approving the accommodation and welfare provider who is not a relative of the student under the following conditions:

21.1.1. The parents nominate the individual's specifically to be the provider of accommodation for the student and their welfare whilst in Australia. This must be confirmed by completion of the **Accommodation and Welfare Arrangement Form**. Nominated individual(s) must supply the following:

21.1.1.1. their full name,

21.1.1.2. address and telephone details to NMGC

21.1.1.3. supply a current and valid photo identification (passport or Driver's License)

21.1.1.4. a current Working with Children Check and/or Police Clearance

21.1.1.5. has an appropriate visa to remain in Australia until the overseas student's visa expires or the overseas student turns 18.

21.1.2. Approval for either residing at a homestay (or similar) or with a nominated non relative can only be given when the following conditions are met:

21.1.2.1. receipt of all completed documentation

21.1.2.2. NMGC is satisfied that the accommodation arrangements for the student are appropriate and secure. (please refer to section 21)



- 21.1.3. Upon approval NMGC will issue the student with a CAAW letter, for attachment to the Confirmation of Enrolment (CoE) for the student to apply for a Student Visa.
- 21.1.4. In case where NMGC enrolls and accepts responsibility for the welfare arrangements of an overseas student under the age of 18, NMGC will engage service provider/s for the student's homestay arrangements. NMGC takes full responsibility in ensuring that all approved third party service providers meet the requirements of the National Code 2018.
- 21.1.5. Where NMGC enrolls a student under 18 years of age, and has previous welfare arrangements with another provider, NMGC will advise the student that:
- 21.1.5.1 their current welfare arrangements remain in place until such time that their transfer date comes into effect.
 - 21.1.5.2 The student has alternate arrangements in place which have been approved by the previous provider / NMGC (with a supporting letter for verification of this)
 - 21.1.5.3 The student is returning to their home country until the new welfare arrangements come into effect

Approval of non- DHA approved Homestay Arrangements - for students studying under Arrangement B

22. Where a parent indicates they wish to use a non-NMGC approved third party services for accommodation, who is not a relative of the student, NMGC will:
- 22.1. Arrange a time to meet with the Homestay parent/s to view the proposed accommodation and to verify the appropriateness of the homestay parent/s (and other adults onsite);
 - 22.2. Conduct the meeting with a view to ascertaining whether NMGC believe the proposed homestay representatives are of good character, are bona fide people, and are willing to support the students while studying in Australia, are over 21;
 - 22.3. Ensure the proposed Homestay parent has a current WWC check, and get a copy of their Driver's Licence (if available) and Passport;
 - 22.4. Go over the College's expectations of Homestay parents and the student with the Homestay parent;
 - 22.5. Inspect the premises to ensure it meets our requirements. Fill in a **VCEFOR30501 Homestay or Accommodation Inspection Form** and place it on file
23. Where a parent indicates they wish to use a NMGC approved Homestay Service, NMGC will:
- 23.1. Arrange a time to meet with the Homestay parent/s to view the proposed accommodation and to verify the appropriateness of the homestay parent/s (and other adults onsite);
 - 23.2. Conduct the meeting with a view to ascertaining whether we believe the proposed homestay representatives are of good character, are bona fide people, and are willing to support the students while studying in Australia, is over 21;
 - 23.3. Get the proposed Homestay parent/s current WWC check, and Driver's Licence (if available) and Passport details off the relevant homestay company's portal;
 - 23.4. Go over the College's expectations of Homestay parents and the student with the Homestay parent;
 - 23.5. Inspect the premises to ensure it meets our requirements. Fill in a **VCEFOR30501 Homestay or Accommodation Inspection Form** and place it on file;

Responsibility for approval and ceasing responsibility - For students studying under Arrangement B

24. NMGC will follow the CRICOS procedure for verifying that the student's accommodation is appropriate to the student's age and needs both prior to accommodation approval and also at least every six months thereafter ^(5.3.3, 5.3.3.2)
25. In verifying suitability of younger students' accommodation, refer to the Accommodation and Welfare Arrangement Form and Accommodation and Welfare Verification Procedure. If NMGC enrolls a young person who has welfare arrangements approved by another registered provider, NMGC must negotiate transfer dates for existing welfare arrangements with the releasing provider to ensure there is no gap ^(5.7, 5.7.1)
26. In the event of transfer to another provider, NMGC will inform the student of their visa obligation to maintain their current welfare arrangements until such time as;
- 26.1.1. the transfer date, or
 - 26.1.2. the student has alternate welfare arrangements approved, or
 - 26.1.3. return to their home country until the new approved welfare arrangements take effect ^(5.7.2)



27. Checking and monitoring the suitability of a student's accommodation, support and general welfare arrangements. NMGC's responsibility in this regard extends to students whose enrolment has been terminated, suspended or cancelled until: ^(5.6)
- 27.1.1. The student leaves Australia, or ^(5.6.3)
 - 27.1.2. Other suitable arrangements are made that satisfy Migration regulations, such as the care of the student by a parent or nominated relative being approved by Immigration, or ^(5.6.2)
 - 27.1.3. The student is accepted by another registered provider willing to accept and take over the responsibility for approving the student's accommodation and welfare arrangements, or ^(5.6.1)
 - 27.1.4. NMGC has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements, or, under Standard 5.5 that NMGC has taken the required action after not being able to contact the student. ^(5.6.4)
 - 27.1.5. In the event of a younger student refusing to maintain arrangements, NMGC is prepared to approve, NMGC will only report that it can no longer approve the arrangements for the student after all other attempts to assist the student to maintain appropriate arrangements have been exhausted.
 - 27.1.6. By notifying Australian Department of Home Affairs, NMGC is reporting a breach of student visa condition 8532, it is highly probable that this action will result in cancellation of the student's visa
 - 27.1.7. NMGC will report the overseas student using the '**Non-Approval of Appropriate Accommodation/Welfare Arrangements**' letter through PRISMS.
28. Any refusal by the student to comply with reasonable direction from NMGC regarding the student's accommodation, support and general welfare will be reported to DHA
29. DHA must be advised immediately if:
- 29.1.1. 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, or ^(5.3.6.1)
 - 29.1.2. NMGC is no longer able to approve the student's welfare arrangements ^(5.3.6.2)
30. Should North Melbourne Grammar College no longer able to approve the welfare arrangements of a student, it must make all reasonable efforts to ensure that the student's parents or legal Guardian / Advocates are to be notified immediately. ^(5.4)

Suspension or cancellation of enrolment

31. Where NMGC suspends or cancels the enrolment of an overseas student on a CAAW, NMGC will continue to check the suitability of care arrangements until one of the following occurs:
- 31.1. the overseas student has alternative welfare arrangements approved by another registered provider; or
 - 31.2. the overseas student has a nominated Guardian / Advocate approved by the Department of Home Affairs; or
 - 31.3. the overseas student leaves Australia; or
 - 31.4. NMGC has notified the Department of Home Affairs through PRISMS that it is no longer able to approve the overseas student's welfare arrangements; or
 - 31.5. NMGC has taken the required action under Standard 5.5 after not being able to contact the overseas student; or
 - 31.6. the overseas student turns 18.

Other relevant information re Accommodation:

- 32. Where a student is in Homestay accommodation, they must not change that accommodation unless written agreement is obtained from the parent/legal Guardian / Advocate *and* NMGC;
- 33. Where the student is under the age of 18, they must be met on arrival at Melbourne airport (or accompanied by) the Student Guardian / Advocate or the NMGC Approved Airport Pickup Service. If the parents opt for the student to be picked up by the NMGC Approved Airport Pickup Service, they need to complete VCEF030310 NMGC Application Form – Form I Arrival Confirmation Form and submit it to NMGC at least 5 working days prior to the scheduled arrival date and time at Melbourne Airport;
- 34. The student will not stay overnight from the approved homestay or relative's address without written approval from the student's parent or legal custodian *and* NMGC;
- 35. The student cannot transfer from the homestay provider or the relative's address without written agreement from the parent/legal Guardian / Advocate;
- 36. The student must act responsibly and not partake in risk-taking behaviour.

Student Contact and Ensuring Wellbeing



37. For both arrangements A and B the following applies:
- 37.1. Students under 18 years of age will be required to meet with a SWO every month. These regular scheduled meetings may be brief and are intended to be a check-in, giving student support an opportunity to monitor and evaluate the younger student's wellbeing and enquire about any changes in status, circumstances, contact details or other variations. The student will have the opportunity during monthly check-ins to speak confidentially and air any concerns, issues or uncertainties, whether study related or more broadly regarding living in Australia.
 - 37.2. SWO will make every reasonable effort to make contact with a younger student who is absent without explanation or prior approval for more than two consecutive days. Such contact can be by phone, text message, email or any combination of these.
 - 37.3. If unable to contact the younger student, and/or if there are concerns for the student's welfare, NMGC will make all reasonable efforts to locate the student.
 - 37.4. Inability to contact a student and verify their wellbeing and safety will be considered a critical incident, (**refer to Critical Incident Policy and Procedure**). Parents or Guardian / Advocates will be notified, regardless of whether they are in Australia or not. Police and any other relevant Commonwealth, state or territory agencies may be notified.

Reporting Harm

38. For both arrangements A and B, the following applies:
- 38.1. All staff are to understand their obligation to notify relevant authorities should there be any reasonable suspicion (belief on reasonable grounds) that an under 18 persons is being, harmed, neglected or abused by a member of their family or any other individual.
 - 38.2. Any instance of reporting known harm or reasonable suspicion of harm will be considered a critical incident, (**refer to Critical Incident Policy and Procedure**).
 - 38.3. For further information on reporting abuse or neglect of an under 18 person, in particular the mandatory reporting requirements of your state/territory jurisdiction refer to the Australian Government website; Australian Institute of Family Studies:
<https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>
 - 38.4. Organisations to contact regarding abuse/neglect reporting:
 - 38.4.1. Victoria - Child Protection Crisis Line – 13 12 78
 - 38.5. Call the police on 000 if you have urgent concerns for an underage student's safety

Selecting, Screening and Monitoring of Third Parties

39. NMGC require all students under the age of 18 who are not in the care of parents or student Guardian / Advocates (as previously defined) to have a Student Welfare Representative to look after the student. The purpose of this arrangement is for every student to have a significant adult who they can talk with about issues in their life or who may be able to help them when needed.
40. This person is not a Guardian as defined in Law or under DHA regulations. They are a mentor who is there to assist students in their transition to life at NMGC.
41. Any third parties engaged by NMGC to organise and assess welfare and accommodation arrangements will be selected, screened to ensure they have:
- 40.1 supplied a current and valid photo identification (passport or Driver's License)
 - 40.2 a current Working with Children Check and Police Clearance
 - 40.3 a minimum of two industry referees
 - 40.4 For an overview of the types of Working with Children Checks and Police Checks that operate in Australia and state and territories requirements refer to:
<https://aifs.gov.au/cfca/publications/pre-employment-screening-working- children-checks-and-police-checks>
42. Third parties engaged by North Melbourne Grammar College to organise and assess welfare and accommodation arrangements will be monitored by the Principal or its delegate by quarterly review meetings and analysis of student feedback survey information
43. In accordance with the arrangements in place between NMGC and SCEI, NMGC will take responsibility for the student even where the student comes in to the country to complete an English Language course with SCEI prior to undertaking their VCE.
44. Where a student has a package arrangement of offers with multiple providers, each provider must complete the CAAW with nominated start and end dates. Any gap in welfare arrangements will result in the student visa only being granted



for the period of continuous care arrangements. Students under 18 cannot remain in Australia unless the student is able to provide information of acceptable welfare arrangements as stated in above.

PROCEDURE

This procedure outlines the roles and responsibilities of International Student Alliance, school staff, students, parents, approved relatives and homestay providers and the steps they follow to enable them to:

- monitor accommodation and welfare arrangements in place for students
- administer the International Student Alliance homestay program.

Responsibilities

School staff

1. confirm with International Student Alliance capacity to accept students into the homestay program
 - a. orientate students into the homestay as part of the Student orientation and arrival procedure recruit, assess, approve, and on-board homestay providers
2. monitor homestay providers and placements
 - a. ensure welfare and accommodation standards for students living with parents or approved relative make permanent, temporary and emergency changes to homestay placements, where required notify International Student Alliance if student requests to change their accommodation and welfare arrangements
3. notify International Student Alliance if student requests to join the homestay program
4. develop and maintain regular, informal contact with homestay providers and students to check on student's wellbeing and whether they have any issues or concerns regarding the homestay placement
5. develop and maintain effective and regular communication with student's parent/agent and International Student Alliance
6. escalate issues and concerns to school principal, including critical incidents, student misbehaviour, concerns regarding student's welfare and if student may have to leave the homestay program
7. ensure safe and appropriate arrangements are in place for students leaving the program
8. maintain accurate and up to date records (for example, adding a record of contact for each contact with student).

RELATED DOCUMENTS

Accommodation and Welfare Verification Procedure
Accommodation and Welfare Arrangement Form
Critical Incident Policy and Procedure
Engagement Prior to Enrolment Policy and Procedures
Formalisation of Enrolment Policy and Procedures
Non approval of Accommodation Welfare Arrangements letter (PRISMS)
Confirmation of Accommodation Welfare Arrangements letter (PRISMS)

LEGISLATIVE CONTEXT

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 5
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000
- Working with Children Act 2005 (VIC)
- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (VIC)
- Child Safe Standards - <https://providers.dhhs.vic.gov.au/child-safe-standards>



RESPONSIBILITIES

Role within NMGC	Area of responsibility
Principal	Approval Authority
Principal	Development/Review
Compliance Manager	Monitoring and Evaluation
Compliance Manager	Compliance
Principal	Implementation

Principal

- Authorise the admission of an international student to a VCE program
- the implementation of this policy/procedure
- to ensure all staff members are aware of this policy in full. The is policy is a vital component of the staff induction and orientation process.
- appointing a designated staff member with responsibility for the welfare requirements of international students under 18 years
- updating staff on the welfare requirements of all international students under 18 years
- providing supervisory support for the Student Welfare Officer
- Authorise actions required to ensure compliance with the DHA regulations
- Authorise actions required to ensure compliance with ESOS Act

Student Welfare Officer / Student Service Officer

- liaising with the Homestay partner (e.g. AHN / Homestay Direct) on Homestay arrangements
- managing a database of Guardian / Advocates and Homestay providers
- ensuring suitable accommodation arrangements are made for the personal safety and social well-being of the students
- managing electronic and hardcopy documents pertaining to the Homestay and Guardian / Advocateship processes and placing Homestay provider documents in the Homestay folder and Homestay student documents in the individual student's file
- perform initial homestay inspection and provided completed checklist with comments for the Homestay Coordinator to make decisions on approval of a particular homestay application
- perform regular homestay visits and report to the Coordinator
- make contact with any younger student who is absent without explanation or prior approval for more than two consecutive days. Such check-ins may be made by phone call, text message, email or any combination of these. Failure to make contact is to be reported by the student support staff member to the Principal for follow up without delay.

All staff

- are to understand their obligation to notify relevant authorities should there be any reasonable suspicion (belief on reasonable grounds) that an under 18 person is being harmed, neglected or abused.

Authorised by	NMGC Committee of Management
Effective date	October 2018



Version	V2.4
Review date	October 2020 The policy review should be scheduled 2 years from the approval date