

This document is to be given to:
Students and
The College's Staff

Younger students (Procedures for Checking Suitability of Accommodation, Support and General Welfare Arrangements)

Where students under the age of 18, the College ensures the arrangements made to protect the personal safety and social well-being of those students are appropriate.

The College inform Parents and prospective students regarding the College's approved accommodation and welfare arrangements. The College accepts unaccompanied students under 18 years of age.

When the College has taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who has not turned 18, the College will follow the documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements.

Details of Policies and Procedures:

1. Accommodation / Guardian :

- a) To ask Homestay or Guardian candidate to fill in the College's form
- b) Our College's Student Service Officer for Homestay / Guardian will inspect the candidate's home if it is the first time and fill in the attached 'Host Family Inspection Report', in the case that stored information regarding the Host Family is not available. Physical visit will only be done first time only, then checking by ways other than physical visit will be done for its repeating use for other students.

After the first physical visit, the monitoring of Homestay/Guardian is done every 6 months by way of:

- 1) Obtaining photos of student's room (including furniture), bathroom/toilet, lounge, kitchen, house/unit, front/backyards, pet if any, and family members.
- 2) Filling in the College's Form (continuous monitoring Audit Report)

NOTE: The above a) and b) are not applicable for the Homestay/Guardian which are nominated by the parents.

The College ensures:

- a. suitability of the homestay family and accommodation for the age, sex and physical needs of the student
 - a-1): Different gender must not be mixed in same room
 - a-2): The homestay family must have at least one family member whose age being 21 years old or over
- b. limits on the number of students accommodated in one home must be 3 or less
- c. to provide homestay family with 'Homestay Manual'

- d. to carry out onsite inspection of homestays before the College approves it.
- c) If the candidate is found to be suitable, a screening process will take place by applying for 'Working with Children Background Check'.
 - d) The College will obtain an approval for the chosen Guardian from a parent in the case that the student is under 18 years.
 - e) Even after an approval, the College checks every 6 months the Homestay / Guardian by ways other than physical visit.
 - f) If monitoring finds it unsuitable, the College will find another suitable Homestay / Guardian. Before making a decision, the College follows the above a), b) & c). The report will be made to the Parent / Guardian about this termination together with the details of its circumstances of termination using the form 'Report regarding a Termination of Homestay / Guardian'. At the same time, the above d) will be followed.
2. Support and Welfare Arrangements
- a) Supports are provided according to 'Support Services Provided' documents attached.
 - b) The details of each service and its procedures are as per attached 'Student Services Include...'.
 - c) The College's Guardianship, Accommodation, Support and General Welfare Arrangements are compliant with the Standard as per specified in the attached 'Student Service Guide'.
 - d) Welfare and Counselling Services are done according to separate documents titled 'Counselling'.
 - e) Where our College is no longer able to approve welfare arrangements, our College takes all reasonable steps to notify the student's parent or relative immediately.
3. When our College is enrolling a student who has welfare arrangements in place, our College will negotiate with the releasing provider to ensure there will be no gap in welfare.

Where students under the age of 18, the College ensures the arrangements made to protect the personal safety and social well-being of those students are appropriate.

- 1) Where the College has taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who has not turned 18, the College:
 - 1. nominates the dates for which the College accepts responsibility for approving the student's accommodation, support and general welfare arrangements using the specified PRISMS pro forma letter
 - 2. advises Department of Home Affairs (DHA) in writing of the approval using the specified PRISMS pro forma letter
 - 3. has documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements, and

4. advises DHA as soon as possible in the event that the under 18 year old student has changed his or her living arrangements or the College no longer approves of the arrangements for the student using the specified PRISMS pro forma letter.
 5. advises DHA as soon as possible in the case students will be cared for by a parent or nominated relative approved by DHA. In such a case, 'Confirmation of Appropriate Accommodation and Welfare (CAAW)' is no longer required.
- 2) Where Standard 5.1 applies and the student is under 18 with a student visa that covers multiple courses, the College with whom the student is currently enrolled is responsible for approving arrangements for the student's accommodation, support and general welfare during that nominated period.
 - 3) Where Standard 5.1 applies and the College terminates, suspends or cancels the enrolment of the student, the College continues to check the suitability of arrangements for that student until:
 1. the student is accepted by another registered provider and that College takes over the responsibility for approving the student's accommodation, support and general welfare arrangements
 2. the student leaves Australia, or
 3. other suitable arrangements are made that satisfy the Migration Regulations, or
 4. the College reports under Standard 5.1.d that it can no longer approve of the arrangements for the student.
 - 4) Further Detailed Procedures:
 1. When the College approves the welfare arrangements for under 18 students, the College nominates the period the College approves the welfare arrangements. The College nominates a minimum period of CoE plus seven days at the end of the CoE, or if the student turns 18 during the course, the College must nominate a period of the start of the CoE through until the student's 18th birthday. CoE plus seven days is a minimum requirement only, the College may nominate to commence and end approval of welfare arrangements for a longer period and this may be advantageous to the student.
 2. Adequate welfare arrangements for an under 18 year old student will be included in Schedule 1 as a time of application requirement for onshore student visa applications.
 - Onshore under 18 year old student visa applicants will need to show that they have adequate welfare arrangements in place at the time they lodge their student visa application in order to submit a valid application.
 - Evidence of adequate welfare arrangements at time of application can be demonstrated by either:
 - A CAAW letter with a commencement date that either starts the day after the student's current visa expires or begins before or on the date the student lodges their new student visa application
 - or
 - They have a parent or suitable relative in Australia on a visa that permits them to remain in Australia during the student's studies or the parent or suitable relative is lodging a student guardian visa application.
 - In order for the student to meet the Schedule 1 requirement, where the College undertakes to approve the welfare arrangements for an under 18 year old student who is lodging an application onshore, the College nominates a commencement date that either starts the day after the student's current visa expires or begins before or on the date the student lodges their new student visa application.

- In enrolling under 18 year old students already in Australia, the College informs students during the recruitment phase that the student will need to have welfare arrangements in place at the time they lodge their student visa application.
4. Student visa condition 8532 will be amended to require that if the student visa holder has not turned 18 and approval for the visa holder's accommodation, support and general welfare is being provided by the College, the visa holder must not enter Australia before the welfare arrangements are due to commence.
- A student whose welfare arrangements are approved by the College is not permitted to travel to Australia until the commencement date of welfare arrangements nominated by the College on the CAAW letter.
 - If the student does arrive in Australia before the welfare arrangements are due to commence, their student visa may be subject to cancellation.
 - As under 18 year old students whose welfare arrangements are approved by the College cannot travel to Australia until their welfare arrangements are due to commence, the College nominates a commencement of welfare arrangements date at least a week before the start date on the CoE to allow the student time to travel to Australia and settle in before commencing the studies.
 - The College reinforces to these students that they must not travel to Australia before the commencement date of their welfare arrangements as nominated on the CAAW letter.
 - The College advises DHA as soon as possible in the event that the under 18 year old student has changed his or her living arrangements or the College no longer approves of the arrangements
 - If the College reports the student for changing his or her living arrangement and the College approves of the changed arrangements, DHA will be informed of the change but no further action will be taken.
 - If the College reports the student for changing his or her living arrangements and the College no longer approves of the arrangements, the student is in breach of student visa condition 8532 and their visa may be subject to cancellation.

Policies and Procedures for Younger Students and Requirements and Conditions of Guardianship

Details of Guardianship Requirements

To ensure that our younger students are well looked after, the College offers guardianship arrangements with families in Sydney. The provision of a guardian is an Australian Government requirement for all students under the age of 18. Therefore, the College ensures that a responsible adult is nominated as guardian.

Guardians are compulsory for all students under the age of 18.

A guardian is of good character, a responsible adult, over the age of 21 who have the right to remain in Australia until the student turns 18 or their visa expires

A guardian will act on behalf of the parent, for the welfare of the student. The guardian will assist the student in settling into Australia, help them with any problems that may arise, encourage and assist with the student's studies and liaise between the parent, homestay (if different), student and the school.

The guardian undertakes to perform the following:

- * Maintain regular contact with the student (if the student does not live with the guardian) and liaise with the College, homestay family and parents.
- * The guardian must be resident in New South Wales for the entire duration of the student's stay in Australia while they are still under 18. If the guardian is going to be away, the guardian must inform the College and appoint a temporary guardian/new guardian a couple of weeks before the trip.
- * The guardian (and host) must provide documents and forms as per attached to be approved by the College.
- * The guardian (and host) cannot be guardian (and host) for more than three international students at the same time.
- * Ensure that the student attends the College regularly and punctually, and maintains an attendance of at least 80% as the student visa requires. At the College, attendance includes all classes, sport, library and internet activities as well as visits or excursions which may be arranged.
- * Inform the College in writing in advance of any medical/dental appointments during school hours including details of date and time. However, as far as possible such appointments should be made after school hours.
- * Contact the College in case of any serious accident, illness or medical emergency.
- * Assist the student to seek any medical attention necessary, and ensure that a medical certificate is obtained in case of absence.
- * Liaise with the College concerning any behaviour which may affect the student's progress.
- * Inform the College promptly in the event of any problems, discuss solutions, and act promptly on advice from the school or parents.
- * Attend College meetings as required or deemed necessary by the Principal/Academic Manager or the College's other personnel.
- * Assist the student to understand the College and visa requirement and abide by them.

FURTHER DETAILS ABOUT GUARDIANSHIP/ITS ARRANGEMENT

As you are already aware, all students under the age of 18 are required to have a guardian in Australia. The purpose of this update is to accommodate recent changes regarding its requirements. A copy of the College's conditions of guardianship is attached for your information.

1. Students enrolled in government high school are required to have a guardian regardless of their age. Further, many private schools also require their students to have guardians resident in Australia. Therefore with immediate effect, all students who do not provide guardianship details on the College's enrolment form will be deemed to be in need of guardians. The relevant changes will apply and will appear on the invoice.
2. Requests for guardianship will be met. However, the student must remain with the guardian provided by the College at least for the duration of their study in the College.
3. Parents may still nominate their preferred guardian on the enrolment form as long as the guardian meets the following conditions:

- i. The guardian's relationship to the student is one of brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step grandparent, step-aunt, step-uncle, step-niece, step-nephew.
 - ii. The guardian certifies that he/she has the right to remain in Australia for the period that the student is under 18 years of age.
 - iii. The guardian declares that no-one in the guardian's family has a criminal record.
 - iv. The guardian has adequate homeowners insurance to cover accidental death or serious injury to anyone who is physically on their property. The guardian is legally responsible for all guests on their premises. (This clause is applicable to a guardian who acts as a host family at the same time.)
4. If the parent requests homestay, but the parent nominates their own guardian, the details of both the guardian and the homestay will be exchanged through the College, and the guardian is expected to maintain regular contact with the homestay family and the student.
 5. All nominated guardians will be asked to sign the College's guardianship agreement document after having read the Conditions of Guardianship.

If the College enrolls students under 18 years of age who are living with a parent or a suitable nominated relative (as defined by DHA on its website), the College will have evidence of complying with 3.11 of the NSW Education Standards Authority (NESA)'s Guidelines including:

- records for each student living with a suitable nominated relative, that parent's have approved of the arrangements
- a policy and procedures for checking the living arrangements of students living with a parent or a suitable nominated relative including procedures for responding to concerns about the accommodation or welfare of a student under 18 years of age raised through the College's checking or any other credible source of information.

If there are concerns about the accommodation or welfare of such a student as above under 18 years of age raised through the College's checking or any other credible source of information:

At the College's Orientation, students are told to contact the College's student Counsellors Jamie de Leon or Duke Ihara-Park in emergency situations and in seeking assistance in the case of actual or alleged abuse and information given at the Orientation must be age and culturally appropriate.

Our College gives information on how a student under 18 can report any incident or allegation involving actual or alleged sexual or physical abuse, in response to concerns raised by state regulators during consultations.

1. The College's Counsellor/s immediately contact the student's parent/s or guardian by telephone (also, by email) and inform them of the details of incident and about actions taken by the College.
2. At the same time, the Counsellor informs the Principal/Academic Manager, Registrar and Chief Executive Officer of the details of incident and action taken and the parent or guardian's response, further arrange a meeting among the Principal/Academic Manager, Registrar and Chief Executive Officer.
3. At the meeting, review the action taken and discuss about any additional actions required.
4. All the above will be recorded in the student's file.

Checking Procedures of Student's Accommodation and Welfare

1. Checking of host family by ways other than physical visit (Please refer to the first page regarding its procedures) will be done, every 6 months.

2. The persons who are involved in such monitoring will be:

	Daytime and Evening Monday - Saturday	Telephone No. (02) 9211 7411
Jamie de Leon		
Duke Ihara – Park	Night (Monday - Saturday and Sunday)	0418 276 125
College's Address: Level 6, 815 George Street, Sydney, NSW 2000		

3. Form to Use:

- Host Family Inspection Report (First Time Only)
- Continuous Monitoring Audit Report of Guardian/ Host Family
- Homestay or/and Guardian Application Form
- Guardian and Host Declaration Form
- Details of Accommodation Form
- How to apply for WWCC (Working With Children Check)
- Lunch Letter (Guardian Acceptance letter to provide lunch for under 18 students)
- Parent Acceptance for Welfare Arrangement Form
- Declaration Form for Welfare Arrangement

4. Reference Documents:

- 1) Homestay Manual
- 2) Homestay Manual for Young Students
- 3) Guardian / Homestay
- 4) Younger Students (Procedures for Checking Suitability of Accommodation, Support and General Welfare Arrangement)
- 5) Policies and Procedures for Protecting and Supporting Children and Young People
- 6) Principles & Guidelines for Student Protection