

## International Students

### Accommodation and Welfare Arrangements Policy

#### 1. Policy

Kennedy Baptist College requires international students to live in safe and friendly environments conducive to good study habits, regular school attendance, academic progress and optimum achievement.

#### 2. Purpose

The purpose of this Policy is to ensure compliance with *Standard 5 – Younger Overseas Students* and *Standard 2.1.11 – Accommodation Options* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

#### 3. Scope

This Policy applies to international student visa applicants seeking enrolment at Kennedy Baptist College, and to all international students and their parents/guardians for the duration of their enrolment at Kennedy Baptist College.

#### 4. Accommodation and Welfare Requirements

The College requires all international students to have accommodation and support. The students' general welfare must be maintained for the duration of their enrolment.

To maintain their welfare, they must stay in Australia with:

- Their parents or legal custodians; or
- A relative who has been nominated by their parents or legal custodians, who is over the age of 21, of good character and approved by the Department of Home Affairs (DHA); or
- A DHA approved homestay provider nominated by their parents or legal custodian either independently, or through a reputable agency. This accommodation, support and general welfare arrangement must be approved by Kennedy Baptist College.

#### 5. Relatives

Relatives are required to be nominated by the student's parents or legal custodians; be over the age of 21; be of good character; and, be eligible to remain in Australia until the student's visa expires or they turn 18.

- A **relative** can be a parent, spouse, de facto partner, brother or sister, step-parent, step-brother or step-sister, grandparent, aunt or uncle, niece or

nephew, step-grandparent, step-aunt or step-uncle, step-niece or step-nephew.

- The relative may be an Australian citizen, a permanent resident or be **eligible** to remain in Australia until the student's visa expires or they turn 18.
- They must be of **good character** to visit or live in Australia. This means they must pass the character test and remain of good character. One way of showing this is by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16.

More information on character requirements is available from the DHA website: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character>

## 6. Homestay

If not living with parents, legal custodians or approved nominated relatives, international students are to live in an approved homestay during their enrolment at the College. It is in the student's best interests that a homestay offers an environment conducive to study, provides sustaining meals, a family environment and is not too far from the College and/or suitable transport facilities.

- Students living independently in a student house-sharing or flatting arrangement will not be allowed to attend the College.
- A student under the age of 18 living with a Homestay Carer requires a *Confirmation of Appropriate Accommodation and Welfare (CAAW)*, created at the same time as the student's *Confirmation of Enrolment (CoE)*. This provides evidence that the College accepts responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18. Refer to the *Students Under 18 Welfare and Support Policy*.
- Where the College has approved the student's welfare and accommodation arrangements, the student requires the College's approval for any changes to welfare and accommodation arrangements **prior** to that change.

**Please note** that the College does not accept students under the age of 18 living in homestay, unless they are staying with a Homestay Carer who the College deems appropriate and who agrees to the College Representatives visiting the homestay on request to confirm the facilities and care are suitable and adequate. Refer to the *Students Under 18 Welfare and Support Policy*.

### 6.1 Recommended Homestay Providers

Kennedy Baptist College does not offer student boarding facilities. It is recommended that parents or legal custodians who do not have an approved relative or an approved homestay provider, contact the following homestay providers:

- Tann Advisory & Management Services (TAMS): [www.tannadvisory.com.au](http://www.tannadvisory.com.au)
- Australian Homestay Network (AHN): [www.homestaynetwork.org](http://www.homestaynetwork.org)
- International Student Accommodation Australia (ISAA): [www.isaa.net.au](http://www.isaa.net.au)

Parents and legal custodians should refer to the individual homestay provider websites for current fees. Both TAMS and ISAA provide homestay and/or guardianship services.

These providers are responsible for the vetting and homestay selection process, provision of appropriate documentation and training for providers accommodating international students.

## 6.2 Homestay Carer

### The homestay carer must:

- Be over the age of 21 years;
- Live permanently in Perth;
- Be of good character;
- Hold a **Federal Police Clearance** (for hosting students of all ages) covering the last 10 years; and
- Hold a current **Working with Children Card (WWCC)** when hosting students under 18.

Recognising the importance of ensuring the safety and welfare of international students, Kennedy Baptist College requires homestay carers to meet the standards per *Appendix A: Australian Government Schools International Homestay Standards* of this Policy.

### Homestay carers have to provide:

- A safe and welcoming homestay, family environment that will encourage students to experience life as a member of the family;
- A safe, secure, private bedroom for the student's sole use with a bed, desk, wardrobe, chair, adequate lighting for study purposes and heating and cooling facilities;
- Access to a shared or private bathroom;
- Access to kitchen, living areas, laundry facilities and shared areas of the home;
- All meals, as specified (usually breakfast and dinner during the week and breakfast, lunch and dinner on weekends and holidays);
- Internet access, etc.

### **The homestay carer is responsible for and required to:**

- Ensure the student resides in their approved address at all times and notify the Registrar immediately if the student fails to do so or intends to move;
- Attend interviews with College staff, at enrolment and as required by the school;
- Contact the College regarding any student welfare, academic progress and attendance issues;
- Assist and support the student's attendance at the school and support the completion of homework assignments where required;
- Assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the College of any medical issues;
- Must be available in the case of emergencies;
- Must be available to pick up the student from after-school tutoring, sport or extra-curricular activities; and
- Ensure that, when hosting students under 18, all occupants of the household who are over 17 years of age must have a current **Working with Children Card (WWCC)**.

## **7. Guardianship**

Where international students will not be living with their parents, parents will be required to nominate a guardian (e.g. a legal custodian or a relative).

The College requires students to be under guardianship throughout their period of enrolment.

Guardianship is a legal relationship not able to be created or entered into by the College. Parents and/or legal custodians of international students must nominate their own guardian meeting the requirements of the Department of Home Affairs (DHA). Refer to the DHA website for information on welfare arrangements for students and *Form 157N - Student Guardianship Arrangements* required for the student visa application: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>.

The guardian should be known to the student and be willing to assist them with support and advice whilst attending the College. They provide appropriate welfare arrangements and are responsible for organising appropriate accommodation and travel to and from Australia.

As the parents' nominated representative, the guardian will be required to sign College documents on behalf of the parents. This does not include the *Written Agreement* and any legal documents that must be signed by the parents and/or legal custodian.

Guardians will be required to act on behalf of the student's parent and oversee all aspects of the student's welfare while at the College, including:

- Meeting the student on arrival at Perth Airport;
- Regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least;
- Acting on behalf of the student's parent;
- Ensuring that all financial obligations for the student's education are met;
- Ensuring that significant medical needs of the student are met and that the College and parents are kept informed;
- Liaising with the College on behalf of the student and their parents concerning any concerns, complaints or grievances;
- Giving written permissions for excursions;
- Being the emergency contact in case of student illness, injuries or medical assistance;
- Attending parent/teacher meetings (and other meetings which may be required from time to time) to discuss the academic progress of the student and reporting back to the parents;
- Being familiar with homestay and College rules and supportive in the application thereof; and
- Liaising with the homestay carer about the student's accommodation and welfare.

<b>Adopted By:</b>	Principal, Mr Mark Ashby <b>Date Adopted:</b> 09/09/2019	<b>Date Reviewed:</b> 25/08/2021 <b>Updated:</b> 09/06/2022
<b>Policy Statement Endorsed By:</b>	Board <b>Date Endorsed:</b> 24/11/2021	
<b>To Be Reviewed:</b>	08/2023	

## Appendix A: Australian Government Schools International Homestay Standards

<https://www.agsi.org.au/homestay-standards/>



**Homestay accommodation standards are critical to the wellbeing of international students in schools.**

**Recognising the importance of ensuring the safety and welfare of under 18 international students and the requirements of the ESOS Act and the National Code 2018 and child protection legislation in each state and territory, Australian Government Schools International (AGSI) have compiled the following homestay standards.**

### Homestay Residence Standards

- 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
- A clean home with appropriate furnishings suitable for a family and students
- Access to a shared or private bathroom, with reasonable time allowed for showers
- Access to the kitchen, living areas, laundry facilities and shared areas of the home
- Access to heating in winter and cooling in summer if required
- Household facilities and appliances comply with government regulations regarding safety standards
- Provision of keys, alarms or passwords required to have free access to the homestay residence.

### Homestay Provider / Coordinator Responsibilities

- Ensure that all adults residing at any homestay have current checks and clearances for working with children as required by the appropriate state or territory regulatory body
- Conduct regular visits and assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with legislation and the homestay standards required by the education provider
- Ensure host families have appropriate insurance policy cover for students residing in their home
- Ensure there is regular training of host families, particularly in relation to hosting younger students under the age of 18
- Ensure there is a 24-hour emergency contact number that is known to students, host family and the education provider

- Maintain regular contact with host families, students and school staff as required.

### **Host Family Responsibilities**

- Take on the role of a carer for students under the age of 18
- Provide a safe and welcoming homestay family environment that is conducive to the students' emotional, social, physical and educational wellbeing
- Encourage students to experience life as a member of the family and assist students to adapt to the new culture and life. Where suitable, include students in family related activities and events
- Ensure family members show interest in the student's culture and customs and are respectful of these
- Provide an orientation within the family home, the use of facilities and security. This should include household protocols, safety around the house including use of appliances, handling pets, and the use of shared areas or facilities such as swimming pools, internet and telephone; rules regarding visitors and appropriate times to return home during the week and on weekends
- Provide all meals – breakfast and lunch may be self-service and dinner should be a meal with the family. There should be a nutritional variety of food with some choice to accommodate cultural differences. Students should be advised of mealtimes
- Provide students with an orientation to the local area including public transport and getting to and from school; the location of shops, doctors or medical facilities; and recreation areas
- Ensure the student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to students under the age of 18
- Attend interviews with school staff, at enrolment, parent meetings and as required by the school
- Ensure that students are appropriately supervised at all times throughout the duration of residing in the homestay including:
  - maintaining suitable supervision of students outside of school hours
  - monitoring the student's general welfare including the students' social activities
  - contact the school regarding any student welfare, academic progress and attendance issues
- Notify the homestay coordinator two weeks in advance, or as soon as practicable if this is not possible, of any change of circumstances in the household including:
  - if the homestay provider proposes to materially change the homestay residence in such a way that will affect their ability to meet the homestay residence standards listed above

- if the homestay provider is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
  - if the homestay provider intends to change address or contact details
- Ensure the student resides in their approved address at all times and notify the homestay coordinator and the school immediately if the student fails to do so or intends to move
- Assist and support the student's attendance at school and support the completion of homework assignments where required
- Meet with the international student coordinator or homestay coordinator, as required by the school/education provider
- Assist the student to access any medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the school / homestay coordinator of any medical or health issues.