

## International Students

### Students Under 18 Welfare and Support Policy

#### 1. Policy

Kennedy Baptist College is committed to ensuring the welfare and support of international students under the age of 18.

Where the College has taken on responsibility for the approval of accommodation, support and welfare arrangements for students under the age of 18, the College will ensure the arrangements are suitable, ongoing and appropriately managed until the student turns 18.

#### 2. Purpose

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

Students and their parents/guardians must read this Policy in conjunction with the *Student Safety and Wellbeing Policy* available on the College website:  
<https://www.kennedy.wa.edu.au/about/policies/>.

Staff must read this Policy in conjunction with the *Accommodation and Welfare Arrangements Policy*, the *Student Safety and Wellbeing Policy* and the *Child Protection Policies and Procedures* available on CompliSpace.

#### 3. Scope

This Policy applies to staff and international student visa applicants (under the age of 18) seeking enrolment at Kennedy Baptist College, and applies for the duration of their enrolment until they turn 18.

*Australian Migration Regulations 1994* require international student visa applicants to have suitable arrangements for accommodation, support and welfare if under the age of 18 (*Student Visa Condition 8532*).

#### 4. Welfare Defined

**Welfare** relates to the mental, physical, social and spiritual wellbeing of international students. These may include accommodation, disability, equity issues, financial matters, legal issues, medical issues, mental health, religious and spiritual matters, and stress management.

#### 5. Student Safety and Wellbeing

Kennedy Baptist College is committed to being a child safe organisation and will demonstrate its leadership and commitment to student safety and wellbeing

through the implementation of the *National Principles for Child Safe Organisations*.

The College provides a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

Students, families and the community can be confident that the College puts the best interest of students first and their safety and wellbeing is the centre of thought, values and actions.

## **5.1 Child Protection**

The College takes seriously its responsibility to protect students from all forms of abuse and takes action that is considered in the best interests of the student, consistent with legal requirements and professional practice. This includes the provision of support to students who have been abused or are affected by abuse.

Areas of concern can include grooming, physical abuse, sexual abuse, emotional abuse, psychological abuse, family and domestic violence and neglect.

The *Child Protection Policies and Procedures* provide detailed guidance for staff on how to identify key risk indicators of child abuse and how to report concerns to the Principal. Detailed procedures are provided for the reporting of child abuse incidents to relevant authorities. Staff have access to *Child Protection Policies and Procedures* on CompliSpace:

<https://kennedy.cspace.net.au/ChildProtection>.

## **5.2 Information Provided to Students**

The *International Student Handbook* provides information for students on:

- Who to contact in emergency situations, including contact numbers of a nominated staff member;
- How to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse; and
- General information on safety and awareness relevant to life in Australia.

In addition to the guidelines in the handbook, emergency contact information and information on sexual, physical or other abuse and how to report it, is also provided during the induction process for new students at the College. Through the Protective Behaviours Curriculum, continuous education is provided to students during their enrolment at the College.

## 6. Accommodation, Support and Welfare Arrangements

As per the *Accommodation and Welfare Arrangements Policy*, the College expects all international students to maintain their accommodation, support and general welfare arrangements for the duration of their enrolment.

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

- Their parents or legal custodian; or
- A relative who has been nominated by their parents or legal custodian 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.

Where the College has taken on responsibility under the *Migration Regulations 1994* 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 the College) for a student under the age of 18, the College will ensure the arrangements are suitable, ongoing and appropriately managed until the student turns 18.

All reasonable efforts will be made by the College in close communication with parents and/or approved nominated guardians to assist students under the age of 18 with difficulties impacting their welfare arrangements and wellbeing.

## 7. Requirements for Approved Welfare Arrangements

In accordance with *Standard 5* of the *National Code 2018*, for students under the age of 18 who are not being cared for in Australia by a parent or an approved nominated guardian, the College will ensure that suitable accommodation, support and general welfare arrangements are in place for the period that the College is responsible for the student.

The College:

- a. Nominates the dates for which responsibility is accepted for approving the student's accommodation, support and general welfare arrangements (normally a few days prior to and after the enrolment period);
- b. Ensures any adults (18 years and over) involved in or providing accommodation, support and welfare arrangements to the student all have working with children clearances. This includes visitors who will be staying at the premises overnight;
- c. Verifies that the student's accommodation is appropriate to the student's age and needs:
  - prior to the accommodation being approved and then
  - at least every six months thereafter.

- d. Has a process for managing emergency situations and for when welfare arrangements are disrupted, for students under the age of 18, as part of *Critical and Emergency Incidents*; (Refer section 7.5 below)
- e. Maintains up-to-date records of the student's contact details, including the contact details of the student's parents and approved nominated guardian.
- f. Will advise the DHA of any change in accommodation arrangements:
  - As soon as practicable, if the student will be cared for by a parent or approved nominated guardian and a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) is no longer required; or
  - Within 24 hours, if the College is no longer able to approve the student's accommodation, support and welfare arrangements.
- g. Will continue to approve the accommodation, support and welfare arrangements for a student whose enrolment has been suspended or cancelled until any of the following applies:
  - The student has alternative accommodation, support and welfare arrangements approved by another registered provider;
  - The DHA approved the care of the student by a parent, legal custodian or nominated guardian;
  - The student leaves Australia;
  - The College has notified the DHA that it is no longer able to approve the student's accommodation, support and welfare arrangements;
  - The College has taken the required action after not being able to locate or contact the student; or
  - The student turns 18.

## **7.1 Confirmation of Enrolment**

In accordance with *Migration Regulations 1994*, if the College is approving the accommodation, support and general welfare arrangements for the homestay student, the College will nominate the period for which it will take responsibility for the student. This period will be at least the *Confirmation of Enrolment* (CoE) plus seven (7) days to satisfy provision for appropriate accommodation, support and welfare arrangements.

## **7.2 Confirmation of Appropriate Accommodation and Welfare**

The DHA requires students to have accommodation, support and welfare arrangements in place when they apply for a visa. The College will generate a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) to accompany the homestay student's *Confirmation of Enrolment* (CoE). A CAAW cannot be generated without the details of the CoE.

The College nominates the start and end dates of welfare responsibility by completing and signing the CAAW generated via the Provider Registration and International Student Management System<sup>1</sup> (PRISMS).

The student's visa start and end dates will correspond with the dates in the CAAW, except if the student turns 18 during their course, when the end date will correspond with the student's 18<sup>th</sup> birthdate.

The student is not permitted to travel to Australia until the commencement date of welfare arrangements nominated by the College on the CAAW. For this reason, students must inform the Registrar ([registrar@kennedy.wa.edu.au](mailto:registrar@kennedy.wa.edu.au)) of their intended arrival date in Australia.

Students under the age of 18 cannot remain in Australia unless the student's parent or approved nominated guardian is able to provide confirmation of suitable accommodation, support and welfare arrangements.

Where a student has a package arrangement of consecutive offers with more than one provider (e.g. ELICOS provider and secondary school provider), 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.

### **7.3 Parent or Approved Nominated Guardian**

If a parent or approved nominated guardian takes responsibility for the accommodation, support and welfare arrangements of the student, this Policy and *Standard 5* of the *National Code 2018* does not apply, and the College does not need to complete a CAAW.

### **7.4 Fit and Proper Homestay Providers**

All homestay providers are informed of their responsibilities about the placement of students under the age of 18. The homestay provider must:

- Meet the requirements outlined in the *Accommodation and Welfare Arrangements Policy*.
- Meet homestay standards as per the *Australian Government Schools International Homestay Standards (Appendix A)*.
- Ensure that each adult occupant (18 years or older, excluding other international students) residing at the homestay residence holds a current valid Working With Children Check. This includes visitors who will be staying at the premises overnight.
- Provide the College with copies of Working With Children Checks.
- Report immediately to the College any harm or reasonable suspicion of harm towards a homestay student.

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<sup>1</sup> PRISMS is the electronic interface system accessed by the College for processing information submitted to the Department of Home Affairs (DHA).

- Participate in monitoring and reviews of the homestay arrangement.
- Not host any more than three (3) international students enrolled with any education provider.
- Notify the College of any unexplained absences, by the homestay student, from the homestay residence.
- Notify the College if the homestay carer is temporarily unable to provide accommodation for, or supervision of, the student.
- Notify the College of a change of address/contact details.

The College will assess the suitability of a homestay provider's accommodation prior to the accommodation being approved.

The College will, at least every six (6) months, monitor the ongoing accommodation, support and welfare arrangements to ensure that the students are placed in suitable care and are protected from harm to maximise their success while living and studying in Australia.

This will include:

- Regularly contacting the homestay carer by phone and/or email to discuss and review arrangements;
- Conducting 6 monthly site visits by completing the *Homestay Site Visit Checklist (Appendix B)*;
- Conducting informal meetings with homestay students to monitor adjustment; and
- Monitoring the Working With Children Checks of homestay carers to ensure all cards are current.

The College, being ultimately responsible for the student's accommodation, support and welfare arrangements, must be satisfied that the student is living in suitable accommodation. The College will provide feedback of its assessment to the homestay family.

## **7.5 Critical and Emergency Incidents**

A critical or emergency incident involving a homestay student will be managed in accordance with the *International Students Critical and Emergency Incidents Policy*.

This includes students who go missing from approved accommodation and cannot be contacted. If, after a reasonable period of time since filing a missing person's report with the Police, the student has not been found and the College has contacted the DHA, parents/guardians and followed the *International Students Critical and Emergency Incidents Policy*, a *Non-Approval of Appropriate Accommodation and Welfare Arrangements* letter must be lodged on PRISMS.

Records of critical and emergency incidents will be kept for two (2) years after the student ceases to be enrolled at the College.

#### 7.5.1 **Response plan for managing emergency situations when welfare arrangements are disrupted**

The following response plan has been developed for managing emergency situations which may disrupt a student under the age of 18's welfare arrangements without warning.

Examples of emergencies include:

- Homestay carer or approved nominated guardian experiences a personal emergency which results in disruption to their duty of care and responsibilities towards the student.
  - Homestay destroyed by fire or natural disaster.
  - Student's report of harm experienced at homestay.
- a. Contact the parent or approved nominated guardian and emergency contact and inform them of the situation.

The parent or legal custodian must advise the College if they have immediate, suitable DHA approved alternative homestay/guardianship arrangements and must complete a *Change of Homestay/Guardianship form* available from the Registrar.

The College must advise parents or legal custodians to notify DHA and to complete *Form 157N*. 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>.

*Form 157N* does not have to be completed if the welfare will be provided via a CAAW.

- b. Where immediate emergency accommodation could not be arranged by the parents or legal custodians they may temporarily nominate the College, in writing via an email, to contact an approved homestay provider to assist with arrangements. Refer to the *Accommodation and Welfare Arrangements Policy*.
- c. If the student is under a CAAW the College will advise the DHA of any change in accommodation arrangements. DHA will provide further guidance in our response.
- d. The Registrar must inform the Principal, Deputy Principal - Pastoral Care, Head of Year and if applicable the College Councillor and Chaplain of the situation to provide necessary support to the student.



- e. If there has been a report of harm, refer to the *Child Protection Policies and Procedures* available on CompliSpace.

## **7.6 Requests to Change Agreed Accommodation Arrangements**

Where the College has approved the student's accommodation, support and welfare arrangements, the student's parent or legal custodian requires the College's approval for any changes to welfare and accommodation arrangements **prior** to that change.

Students must obtain approval to change their accommodation, support and welfare arrangements if they wish to do so **after** their arrival in Australia.

If there is a change in a student's accommodation, support and welfare arrangements, the College will liaise with the student's parent or legal custodian or approved nominated guardian as required and inform the DHA.

Where the parent or legal custodian or approved nominated guardian takes responsibility for the welfare arrangements of the student and has provided written confirmation to that effect, the *PRISMS Approval to Change Accommodation and Welfare Arrangements letter* will be completed.

Should the College not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the College will make all reasonable effort to immediately contact the student's parent or legal custodian, notify the DHA and the student that the College is no longer able to approve the student's accommodation, support and welfare arrangements. This will be reported to the DHA within 24 hours using the *Non-Approval of Appropriate Accommodation and Welfare Arrangements letter* in PRISMS. This will be considered a breach of the student's visa conditions and the student may have their visa cancelled and be subject to a three-year exclusion period. The DHA will contact the student directly to ensure visa implications are understood.

## **7.7 Gaps in Welfare Arrangements**

If, after reasonable efforts to find suitable accommodation, support and welfare arrangements, a student under the age of 18 is left with a 'gap' period in care arrangements, the College must report this by lodging the *Non-Approval of Accommodation and Welfare Arrangements letter* on PRISMS. A breach of student visa conditions may lead to the cancellation of the student's visa by the DHA.

If a student is unable to make alternative suitable arrangements of which the College could approve, the student would be best advised to voluntarily return to the student's home country for the 'gap' period, to avoid breaching their visa conditions.



## **7.8 Term Breaks**

Where open borders allow this, students are expected to return home to parents during term breaks. In cases where students continue to live in homestay or attend a camp or similar activity, the College Registrar is to be notified and arrangements must be approved by the College.

## **7.9 Non-Homestay Overnight Accommodation**

Students under the age of 18 who wish to stay overnight at an address other than their approved homestay address, must submit to the College Registrar at least 10 working days prior, a request in writing which has been signed by their homestay carer and parent or approved nominated guardian approving such accommodation. This request must be approved by the Principal **prior** to the date of the non-homestay overnight accommodation request.

## **7.10 Termination, Cancellation or Suspension of Student Enrolment**

Where the College has taken responsibility in accordance with *Migration Regulations 1994* for approving the accommodation, support and general welfare arrangements for a homestay student, and terminates, cancels or suspends their enrolment, the College will continue to check the suitability of arrangements for that student until:

- The student is accepted by another registered provider and the registered provider takes responsibility for approving the student's accommodation, support and welfare arrangements; or
- The student leaves Australia; or
- The College reports under *Standard 5 of the National Code 2018* that it can no longer approve the arrangements for the student; or
- The student turns 18.

## **7.11 Termination of Homestay Arrangements**

### **7.11.1 Termination by the Homestay Provider**

The homestay provider may withdraw as a homestay carer by providing at least four (4) weeks written notice to the College prior to the termination date.

### **7.11.2 Termination by the College**

The College may revoke the homestay arrangement by providing the homestay provider with notice to that effect, and also removing the student from the homestay residence in cases of allegations of child abuse and serious harm.

## **7.12 Terminating College Responsibility for Welfare Arrangements and Appeals Process**

The College's responsibility for welfare arrangements will be terminated if alternative welfare arrangements have been put in place. In this circumstance, the College will confirm that the new welfare arrangements are formally in place before terminating the *Confirmation of Appropriate Accommodation and Welfare* (CAAW).

The College may terminate a CAAW where the College can no longer take responsibility for the student due to events, such as:

- A student refusing to observe reasonable standards of behaviour as outlined in the *Student Code of Conduct and Discipline Policy*;
- The student refusing to maintain College approved homestay arrangements;
- The homestay provider becoming unable to maintain arrangements;
- The student staying overnight at an address other than the approved homestay address, without parent or approved nominated guardian and College approval;
- The student's enrolment being cancelled by the College;
- The student goes missing from their accommodation and cannot be found or contacted.

The student will be notified in writing of the grounds for intended termination of College supported welfare arrangements by the Principal. A copy will be forwarded to the student's parent or approved nominated guardian.

The student has a right to appeal the decision to terminate College approval for accommodation, support and welfare within 10 working days of written notification, as outlined in the *International Student Complaints and Appeals Policy*.

A written outcome of the appeal will be forwarded to the student within 10 working days. If the appeal outcome is unsuccessful, or an appeal is not received within 10 working days, the student's parent or approved nominated guardian will be notified that the College is terminating approval for accommodation, support and welfare arrangements. Alternative welfare arrangements for the student will be requested in accordance with the provisions in this Policy.

<b>Adopted By:</b>	Principal, Mr Mark Ashby <b>Date Adopted:</b> 13/09/2019	<b>Date Reviewed:</b> 31/08/2021 <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

[www.agsi.org.au/homestay-standards](http://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.

Date of Visit:	
Next Visit Due:	

## HOMESTAY SITE VISIT CHECKLIST

**Student:** ..... **Year:** .....

### 1. Homestay Provider Details:

<b>Privacy Statement:</b>	Kennedy Baptist College is collecting and recording information about you and your home for the purposes of ongoing monitoring of homestay arrangements. Ongoing monitoring is required to ensure the College is discharging its duty of care to students and also to ensure compliance with Commonwealth legislation regarding international students (Standard 5 of the ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018).		
<b>Host Name:</b>			<b>Occupation:</b>
<b>Address:</b>			
<b>Contact Details:</b>	(H):	(W):	(M):
<b>Email(s):</b>			
<b>Number of years of experience as a homestay provider:</b>			
<b>WWCC:</b>	Card Number:		Expiry Date:
Copy provided to the College: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>It is a requirement that the College have copies on file.</b>			
Provide reasons if No:			

### 2. Family members/Other Occupants residing in the home:

**It is a requirement that each adult occupant (18 years or older, excluding other international students) residing at the homestay residence holds a current valid Working With Children Check, when hosting students under the age of 18. Copies of Working With Children Checks must be provided to the College.**

#	Name	Age	M/F	WWCC (if applicable)	Relationship to homestay provider	Occupation
1				Card No: Expiry Date:		
2				Card No: Expiry Date:		
3				Card No: Expiry Date:		
4				Card No: Expiry Date:		
5				Card No: Expiry Date:		
6				Card No:		

			Expiry Date:		
Are there any young person in the home turning 18 in next 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there plans for any adults to move into the home in the near future? <input type="checkbox"/> Yes <input type="checkbox"/> No					



### 3. Other international students currently residing in the home:

#	Name	Age	M/F	School (currently attending)	Nationality	Length of stay
1	Student whose name appears at the top of this Form			Kennedy		
2						
3						

It is a requirement that not more than three (3) international students are hosted by the homestay provider at any one time.

**Comments:**

### 4. Homestay facilities and environment:

Discuss/Check	Observations, comments & updates
Type of residence: <input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Unit <input type="checkbox"/> Other:	
Heating and cooling in house and bedroom:	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Furniture / utilities available in student's room (e.g. bed, wardrobe, desk, bookcase, study lamp)	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Home appears clean, safe and well-maintained?	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Observations of living spaces and conditions (e.g. is it adequate, access to a shared or private bathroom, access to kitchen, living areas, laundry facilities and shared areas of the home)	
Cleanliness of kitchen, bathroom/s, bedrooms and general living areas (please specify)	
Any changes since the previous visit (e.g. shared facilities)?	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Computer/internet access	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Are there any restrictions on internet and non-homework screen use?	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Distance from homestay to local amenities in km and minutes (i.e. shops, banks etc):	

Discuss/Check	Observations, comments & updates
Is the Homestay provider able to pick the student up or provide a bicycle for after-school tutoring or extra-curricular or sporting activities?	
Languages spoken in the home: Is English proficiency reinforced/encouraged?	
Student included in suitable family activities (e.g. Christmas, New Year, birthdays, Easter)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is student allowed to bring friends 'home'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the student is hungry, can they help themselves to a snack or do they have to wait for mealtimes? Do you keep the refrigerator or food cupboards locked? Describe a typical meal and a between-meal snack (e.g. 2-minute noodles, fruit, cakes, rice)	
Discuss any issues with: <ul style="list-style-type: none"> <li>• students' dietary requirements</li> <li>• religious or spiritual requirements</li> <li>• special needs (e.g. health conditions, mobility issues, previous mental health condition)</li> <li>• assisting students to get to and from after school activities, social and sporting events</li> <li>• attending social/networking functions organised by the school</li> <li>• emergency placements (if applicable)</li> </ul>	
Have this student's parent/s visited you and seen your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of pets (if any):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Smokers: If Yes, inside or outside?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Smoke alarms <b>Mandatory</b> Requirements discussed (e.g. maintenance and replacement)	Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No Changes?
Will student <b>always</b> return to parents' home for school holidays? If not, where will they go?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Child Protection and Wellbeing:</b> Reminder about obligations to: <ul style="list-style-type: none"> <li>• Immediately report to the College any harm or reasonable suspicion of harm towards a homestay student.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Discuss/Check	Observations, comments & updates
<ul style="list-style-type: none"> <li>• Ensure the student is aware of emergency numbers including 000 and location of police stations.</li> <li>• Immediately report when the student goes missing and cannot be contacted.</li> <li>• Notify the College of any unexplained absences, by the homestay student, from the homestay residence.</li> <li>• Notify the College if the homestay family is temporarily unable to provide accommodation for, or supervision of, the student.</li> <li>• Ensure the homestay provider has the contact number for the Deputy Principal - Pastoral Care for any emergency situations.</li> </ul>	<p>Deputy Principal - Pastoral Care' business card provided to homestay provider:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Student health and wellbeing:</b></p> <p>Note any observations of the homestay provider, issues or concerns.</p>	
<p>Is the student complying with the homestay rules? Any concerns to be noted?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Any issues with the student's school attendance or course progress? Any concerns to be noted?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is the student working? If yes, are they working up to 40 hours in a fortnight? A fortnight means the period of 14 days starting on a Monday.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Communication with the College:</b></p> <p>Any issues or concerns to be noted?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Transport:</b></p> <p>How does the student travel to and from school? How long does it take? If you selected 'vehicle', who will be driving? Current drivers' licence status? Vehicle appears to be in good condition? Is the Homestay provider able to pick the student up or provide a bicycle for <b>after-school tutoring</b> (or extra-curricular or sporting activities)?</p>	<p><input type="checkbox"/> Bus <input type="checkbox"/> Cycle <input type="checkbox"/> Walk <input type="checkbox"/> Vehicle  <input type="checkbox"/> Train <input type="checkbox"/> Other:  <input type="checkbox"/> Provisional Red <input type="checkbox"/> Provisional Green  <input type="checkbox"/> Full Licence  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Discuss/Check	Observations, comments & updates
<p><b>Address:</b></p> <p>Are you considering moving to a new house in the near future?</p> <p>Explain the necessity to notify the College, by providing at least four (4) weeks written notice of the intention to move.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**5. Site Visit performed by:**

Name:	Signature

## 6. Student Interview:

Date:	Notes / Comments
Chat to the student – are they happy in their homestay? Any adjustment issues? <b>Do they feel safe?</b> Ask if there are any issues or concerns with their homestay. Do they have any complaints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Communication with the College:</b> Any issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 7. Overall Assessment:

Do we consider the accommodation and welfare arrangements to be suitable and that the student is appropriately care for? <input type="checkbox"/> Yes <input type="checkbox"/> No Any inadequacies? Negative vibes? Earlier follow-up required? Comments:
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<b>Notes:</b>
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