

Welfare & Guardianship Policy for Students Under 18

1.0 Purpose

1.1 The purpose of this policy and procedure is to ensure that Australian Ideal College staff and its students' agents and/or agent representatives abide by the requirements of the National Code 2007 as per Standard 5: 'Younger Overseas Students'

1.2 This policy applies to all International Students under the age of eighteen years at the time of their commencement of studies with Australian Ideal College who are not being cared for by a parent or suitable nominated relative as approved by DIAC, and is applied until they attain the age of 18 years or Australian Ideal College is notified of a change into parental or suitable nominated relative care

2.0 Responsibility

The Student Services Manager is responsible for the implementation of this policy/procedure in relation to:

2.1 providing suitable accommodation and welfare arrangements are made to protect the personal safety and social well-being of the students

2.2 Australian Ideal College staff and student awareness of the policy's application

2.3 Australian Ideal College staff implementation of the policy's requirements

3.0 Requirements

3.1 All students under the age of 18 years of age at the commencement of their studies will have appropriate welfare arrangements in place. Students who do not apply for these welfare arrangements through DIAC and do so through the College must meet the requirements of the College.

3.2 Australian Ideal College will nominate a period of provision for appropriate welfare, stating the beginning and end dates, that covers the duration of the students' COE plus seven (7) days

3.3 Australian Ideal College will have all welfare arrangements organised prior to a student's application for a Visa and subsequent arrival at Australian Ideal College

3.4 An education agent can be approved as a guardian once all conditions are met however cannot be the homestay host.

3.5 An approved guardian can be the homestay host under certain circumstances as determined by the College

3.6 An individual who is approved by the College as a guardian can only be guardian to a maximum of 6 under 18 year old students. College approved guardians can also be a homestay host to a maximum of 3 students.

3.7 All welfare arrangements in place refers to the College's acceptance of

an approved guardianship company; or

an approved guardian nominated by the student's family over the age of twenty five (25)

If a School approved guardian is appointed, then homestay will be organised and approved prior to issuing the CAAW form.

Approved Guardian Procedure

- Parental Approval of Guardian form (both parents/guardians to sign as appropriate) is returned with the Application Form
- Complete Pastoral Care agreement during the interview with a Student Services Officer
- Interview with Student Services where the following evidence is to be provided:
 - o Preferably over the age of 25, but not under 21
 - o Applicant to be based in the city where the student is studying (provide driver's license or proof of current address)
 - o Ability to remain in the country for the duration of the guardianship with an emergency contact (additional guardian nominated for any absences)
 - o Be a permanent resident or Australian citizen (provide passport or other evidence)
 - o Provide current Working with Children Check (WWC Check)
 - o Be able to speak English sufficiently to communicate with the school without the aid of a translator

4.0 Method

For each student currently enrolled and residing in a homestay arrangement

4.1 On application form, parents to nominate guardian. If no guardian nominated, student will be sent information on guardianship companies (see *Guardianship Companies List*)

4.2 If agent/parent requests school to approve guardian, an interview with Student Services is required.

4.3 Homestay can be approved by the school. This is confirmed once an inspection of the property occurs through a school appointed company. The school will receive advice as to whether the homestay is appropriate.

4.4 Once the homestay and guardianship are arranged the CAAW will be issued.

4.5 Unsuitable Welfare Arrangements

If Australian Ideal College is no longer able to support and/or endorse suitable welfare arrangements being in place then they are required to notify via PRISMS of '*Non-Approval of Accommodation and Welfare*'

After exhausting all attempts at assisting the student, Australian Ideal College may no longer be able to support or endorse the students' suitable accommodation and welfare arrangements as determined by:

- Welfare provision does not meet the approved processes and substantiation as established by Australian Ideal College for guardianship, residential care and homestay; and/or
- The student is missing (between 2 and 5 days) from approved accommodation without due reason; and/or
- The guardian is unable to maintain daily care and control; and/or
- The student is unable to maintain general well-being and welfare.

4.6 Monitoring

4.6.1 Throughout the year for each student currently enrolled and residing in a homestay arrangement, the Student Services Officers will make contact with all school appointed guardians and interview them as to their knowledge of how the student in their charge is performing at school. Record of meetings kept in central Guardian/Carer file

4.6.2 Throughout the year the Student Services Officers will make contact with all students who are under 18 years of age and in the care of a School approved guardian to ascertain if they are being cared for appropriately

4.6.3 All guardians are to be aware of the homestay arrangements of the students in their charge and be able to provide feedback on their living arrangements. If a guardian is not aware of any of the arrangements or they can't provide any feedback, they will be

reminded of the responsibilities they have under our pastoral care agreement. The student will then be interviewed to ascertain the amount of contact with the guardian and whether a new guardian needs to be appointed

4.6.4 The Student Services Manager will oversee and monitor the continued appropriateness of suitable welfare and accommodation arrangements by regular contact with guardian, homestay manager, student and relevant staff and where any concern is raised to investigate and follow due process in relation to Standard 5 and regulatory expectations as per DIAC

5.0 Definitions

5.1 Welfare arrangements – accommodation and guardianship

5.2 Approved Guardianship Company – a company specialising in accommodation and welfare for under 18 students.

5.3 Approved Guardian: a guardian approved by the School meeting all criteria

5.4 Approved homestay: Homestay that has been inspected and the school advised in writing of its appropriateness for the student

5.5 CAAW - Confirmation of Appropriate Accommodation and Welfare form issued from PRISMS

5.6 Working with Children Check (WWC Check): Checks a person's criminal history as specifically pertains to offences under Victorian and NSW WWC Acts and register of under 18 year olds.

5.7 COE – Confirmation of Enrolment

5.8 PRISMS – Provider Registration and International Students Management System

6.0 Records

6.1 Parental Approval of a Guardian or letter from parents

6.2 Pastoral Care Agreement

6.3 Working With Children Check, licence, passport

7.0 References

7.1 National Code of Practice 2007 Standard 5

7.2 Working with Children Acts NSW <http://www.kids.nsw.gov.au/director/check.cfm> &

Vic <http://www.justice.vic.gov.au/workingwithchildren>

7.3 Australian Ideal College With Children's Policy for NSW