

## Home Stay Policy

### International Students

For further information please email:

Admissions Office  
admissions@carey.com.au

The *Application for Enrolment* is also  
available online at [carey.com.au](http://carey.com.au)

The following School Rules, Policies and  
Forms can be found on our Website:

- Child Safe Policy
- Reporting Child Abuse Procedure
- Complaints and Appeals Policy
- Overseas Student Transfer Policy
- Student Behaviour
- Uniform and Appearance
- Privacy
- Enrolment Procedure and Policy –  
International Students
- Fee Schedule and Further  
Information – International  
covering:

*Annual Fees and Additional  
Charges, Withdrawal of a Student,  
Uniform and Books, Digital  
Learning Program*

- Term dates/holidays
- Curriculum (pathways) information  
([pathways.carey.com.au](http://pathways.carey.com.au))

After orientation further School Policies  
and Information become accessible on  
CareyLink.

Carey Baptist Grammar School Limited  
ABN 83 051 576 062 CRICOS #00135G

\* Fees and Condition of Enrolment are  
subject to change without notice

November 2020



#### 1. INTRODUCTION

Carey Baptist Grammar School (the School) is committed to ensuring that overseas students who attend the School under a CAAW letter have appropriate accommodation, support and welfare arrangements in place at all times. This Policy has been designed to meet the requirements of the National Code and VRQA Standards.

#### 2. PURPOSE

The purpose of this Policy is to outline the School's policy on approving and monitoring Home Stay Accommodation to ensure that the arrangements are suitable for overseas students.

#### 3. SCOPE

This Policy applies to all Hosts, Home Stay visitors or residents, Home Stay Students, employees or volunteers.

#### 4. DEFINITIONS

CAAW means Confirmation of Appropriate Accommodation and Welfare.

COE means Confirmation of Enrolment.

Home Stay Accommodation means the accommodation approved by the School for the Home Stay Student.

Home Stay Student means, an Overseas Student who is residing in Home Stay Accommodation.

Host means a person who is approved by the School to provide Home Stay accommodation pursuant to a Home Stay Deed between the Host and the School.

Local Support Person means the person identified as supporting the Home Stay Student in the Local Support Person Arrangements Form.

National Code means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Overseas Student means a person (whether within or outside Australia) who holds a student visa as defined by the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parents or legal guardian.

VRQA Guidelines means the Victorian Registration & Qualifications Authority Guidelines for the Enrolment of Overseas Students Aged Under 18.

WWCC means Working With Children Check

#### 5. POLICY

- 5.1 The School is committed to approving Home Stay accommodation of high quality and which provides a safe, comfortable and caring environment.
- 5.2 All Overseas Students who are in Australia on the authority of a CAAW letter issued by the School must reside in Home Stay Accommodation approved by the School for the duration of the study period defined in their CoE.
- 5.3 The school will nominate the dates for which it accepts CAAW responsibility, and advise DHA (via PRISMS).
- 5.4 This Policy applies to students who are aged over or under 18 years of age.

- 5.5 The School will not approve Home Stay Accommodation if the maximum number of students in their homestay exceeds three students either under 18 years or over.
- 5.6 A Home Stay Student's Host and Local Support Person cannot be the same person.
- 5.7 An employee cannot be a Host, unless exceptional circumstances apply and the Principal and Deputy Head have provided written approval of the appointment. Notwithstanding this clause, an employee may be authorised as a temporary Host in exceptional circumstances, provided that the employee receives no financial gain.
- 5.8 Students of the opposite sex can reside in the Home Stay Accommodation, provided that all Home Stay Students living or intending to live in the Home Stay and the Home Stay co-ordinator approve the arrangement.
- 5.9 Home Stay Students cannot change arrangements without consultation with and agreement by the School.
- 5.10 Students who wish to stay overnight in alternative/temporary accommodation must provide two weeks notice to the school with written parental permission and this accommodation must be approved by the school.
- 5.11 The School will never approve enrolment or Home Stay Accommodation for an Overseas Student who will be under the age of 13 at their time of commencement at the School.
- 5.12 The School has not and will not delegate, outsource or contract any responsibility for the accommodation, welfare and support of any student on a CAAW letter to another party.

## 6. RECRUITING AND SCREENING HOSTS

- 6.1 When considering whether a Host and Accommodation is appropriate, the Home Stay Co-ordinator will undertake the following process:
  - (a) Meet the proposed Host, others who reside at the Home Stay Accommodation and any regular visitors to know the character and background of all persons who will be in frequent contact with the Home Stay Student.
  - (b) Visit the home and conduct a Home Stay Risk Assessment.
  - (c) Provide to the Host:
    - (i) Home Stay Risk Management Strategy;
    - (ii) Child Safety Policy;
    - (iii) Child Safety Code of Conduct; and
    - (iv) any other relevant policies.
  - (d) Receive approved WWCC from all persons 18 years or over (including other students) residing or frequenting the home and check the validity of the documents via the WWCC website.
  - (e) Obtain reference contact details of personal and professional referees of any persons over 18 years who reside or frequent the home as required.
  - (f) The School will maintain up-to-date records of the student's contact details, including the contact details of the student's parent(s), legal guardian or any adult responsible for the student's welfare in PRISMS.
- 6.2 Where the School uses a third party to source Hosts, the process prescribed under this Policy will still be followed by the School to assess the Host, regardless of the third party's process or recommendation. The use of a third party is purely to connect the School with potential Hosts, and does not represent any effort to delegate the School's responsibility for the Overseas Student's accommodation, welfare or support. All Third Party providers need to provide Child Safe

documentation and WWCCs. These records are checked each term and kept up to date.

## 7. FOLLOWING APPROVAL

- 7.1 Once a Host and Accommodation has been approved by the Principal, the Home Stay Co-ordinator will
  - (a) match the Home Stay Accommodation to the individual needs of the Home Stay Student and their family, considering factors such as age, interests and study requirements.
  - (b) carry out regular site visits of the Home Stay Accommodation, at least every six months but more frequently if deemed necessary by the Home Stay Co-ordinator. At each visit, the Home Stay Co-ordinator will complete a Home Stay Risk Assessment and will advise the Principal if there are any material changes to the risk assessment of the Home Stay Accommodation.
- 7.2 Notwithstanding item 7.1(b), the Home Stay Co-ordinator will not have to carry out a site visit if the Home Stay Accommodation has been verified by a site visit in relation to another student in the previous three months.
- 7.3 The Home Stay Student and Host will be required to sign the Home Stay Guidelines for International Students soon after the student moves into the Home Stay Accommodation. This outlines fundamental expectations of all stake holders and is continually reviewed throughout the school year in communication with all stake holders.
- 7.4 Prior to the commencement of a Home Stay appointment, the School will provide the Host with the emergency contact details of the School (which is a 24 hour emergency number) and the Overseas Student's parents.
- 7.5 The School will provide training from time to time for Hosts to ensure that they have adequate knowledge of:
  - (a) the Child Safe Standards;
  - (b) the School's policies and procedures for managing emergency and critical incidents, and for verifying that the student's accommodation is appropriate to the Overseas Student's age and needs; and
  - (c) the ESOS Act, the National Code and the VRQA Standards.

## 8. RESPONSIBILITY FOR APPROVAL

- 8.1 The Principal of the School, their delegate as assigned by the Principal from time to time, is responsible for approving all Home Stay accommodation.
- 8.2 To enable the Principal to approve Home Stay Accommodation, the Home Stay Co-ordinator, or their delegate, will prepare a Home Stay Risk Assessment during each site visit of any Home Stay Accommodation. Following completion of this Assessment, the Home Stay Co-ordinator will make a recommendation to the Principal about the suitability of the Home Stay Accommodation.
- 8.3 The Principal will consider the recommendation of the Home Stay Co-ordinator when determining whether to approve any Home Stay Accommodation.
- 8.4 The Home Stay Co-ordinator is responsible for considering all requests submitted under item 9.6.

## 9. HOME STAY FEE

- 9.1 While the School does not involve itself in the payment of Home Stay fees, it does recommend that a minimum fee of \$360 per week is deemed as an acceptable fee by the School.
- 9.2 The Home Stay fee should cover the services provided by the Host to the Home Stay Student as specified in the Home Stay

Deed. This will ordinarily include provision of:

- (a) a separate bedroom for the student that is appropriate to the age and needs of the student, which will include:
    - (i) a bed;
    - (ii) a desk;
    - (iii) study chair;
    - (iv) bookshelf;
    - (v) chest of drawers;
    - (vi) bedside table;
    - (vii) cupboard space;
    - (viii) a desk lamp;
    - (ix) washing basket for dirty clothes;
    - (x) linen;
    - (xi) towel;
    - (xii) wastepaper bin; and
    - (xiii) adequate heating and cooling.
  - (b) breakfast, lunch and a cooked dinner seven days a week. The Host will ensure that the student has access to fresh and adequate food to make their own breakfast and lunch;
  - (c) facilities for the Home Stay Student's laundry to be laundered at least once a week, including space and laundry detergent to hand wash delicate items. The responsibility for completion of laundry tasks will be determined by agreement between the Host and the Home Stay Student;
  - (d) access to an efficient internet system;
  - (e) access to bathroom facilities;
  - (f) a key to access the Home Stay Accommodation; and
  - (g) a key to access the bedroom described in item 9.2(a), if applicable.
- 9.3 It will also include:
- (a) water costs and reasonable measure of water usage to maintain personal hygiene;
  - (b) cleaning and maintenance of home;
  - (c) heating and cooling costs;
  - (d) use of living areas both indoors and outdoors within the residence and property; and
  - (e) support with transport to and from extra-curricular activities during the week or/and Saturday sport twice a month.
- 9.4 If the Home Stay Student is not residing at the property, the Host:
- (a) is permitted to charge the Home Stay Student a holding fee of \$180 per week. If the Host charges this fee, they agree to maintain the use of the room exclusively for the Home Stay Student and are not able to let the room to another individual; or
  - (b) can choose to sub-let the room to another individual, provided that the Home Stay Student and their parents provide written approval and notify the Home Stay Co-ordinator of their intention. Should the Host choose to sub-let the room, a holding fee cannot be charged.
- 9.5 Should the Host desire, they are able to request that the Home Stay Student pay to them a bond of no more than four times the holding fee as determined from time to time. This fee will be retained by the Host, and will only be refunded to the Home Stay Student once the property has been vacated and there is no damage to the property.

- 9.6 Should the Host wish to charge any amount that varies by 10% of the fees and charges specified in this Policy, they must first request approval from the School and cannot do so until they have received written approval from the School.

## 10. DISSATISFACTION WITH HOME STAY ACCOMMODATION

- 10.1 Complaints that cannot be resolved between the Home Stay Student or the Host should be referred in writing to the School.
- 10.2 Where the Home Stay Student's expectations are not met, the School will attempt to implement a suitable resolution. This may involve conducting additional home visits or meeting with the Deputy Head, the Home Stay Student's mentor as well as communication with the Home Stay Student's parents or Local Support Person.
- 10.3 If the School becomes aware that a Home Stay Student has an issue with their Home Stay Accommodation, it will:
- (a) contact the Host to discuss the issue.
  - (b) call a meeting with the Home Stay Co-ordinator, Home Stay Student and Mentor to discuss the issue further, focusing on what has facilitated the issue and strategies to resolve the issue.
  - (c) document and implement strategies towards resolution; and
  - (d) monitor the situation to ensure that the Home Stay Student feels safe and comfortable in their accommodation.
- 10.4 If the issue is not able to be resolved, then the Home Stay Student will meet with the Deputy Head of Wellbeing and the Home Stay Co-ordinator to consider how to remedy the situation. This may include:
- (a) conducting a site visit;
  - (b) changing the Home Stay Student's arrangements; or
  - (c) other possible remedies the School implements (suitable to the circumstance).
- 10.5 If a Home Stay Student changes Home Stay Accommodation three times, the School may initiate discussion as to the suitability of home stay for the Home Stay Student. This may result in the School requiring:
- (a) the Home Stay Student's parents to reside with their child; or
  - (b) the termination of the Home Stay Student's enrolment.

## 11. BREACHES OF THIS POLICY

Any breach of this Policy may result in withdrawal of:

- disciplinary action, including up to termination of employment;
- termination of approval as a Host; or
- withdrawal of offer of enrolment or termination of enrolment.

## 12. MONITORING AND REVIEW

A review of this Policy shall be conducted every two years.

The School Leadership Team will be responsible for ensuring that this Policy is reviewed and updated.