

## Younger Overseas Student 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 meeting Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Victorian Registration & Qualifications Authority Guidelines for the Enrolment of Overseas Students Aged Under 18 (VRQA Guidelines) to ensure that appropriate welfare and accommodation arrangements are in place for our overseas students under the age of 18.

### The School will ensure that:

- its arrangements, facilities and operations for any mixed-age overseas student cohorts are designed to meet the needs of students of different ages, maturing and levels of English language proficiency;
- overseas students have access to services, learning opportunities, facilities and equipment that address their English language learning needs; and
- course materials and tutoring are tailored to meet overseas student learning requirements, taking into account their differing levels of age and maturity.

## 2. PURPOSE

The purpose of this Policy is to outline the School's policy on overseas students under the age of 18 to ensure that the School's operations are appropriate for the age, maturity and English Language proficiency of the overseas student and that compliance with Commonwealth and state legislation and regulatory requirements relating to child welfare, child protection and student duty of care has been met.

## 3. SCOPE

This Policy applies to all employees, volunteers, Board members, contractors, overseas students, parents, guardians, Home Stay Hosts, Local Support Persons and eligible relatives of Carey.

## 4. DEFINITIONS

- 4.1 CAAW means Confirmation of Appropriate Accommodation and Welfare
- 4.2 Department means the Department of Homes Affairs (DHA)
- 4.3 VRQA means Victorian Registration and Qualifications Authority
- 4.4 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.

## 5. AGE AND CULTURALLY APPROPRIATE INFORMATION

- 5.1 All younger overseas students will be provided age and culturally appropriate information on:
  - (a) who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the School;
  - (b) seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.
- 5.2 The School will provide younger overseas students with a Student Safety Card that includes:
  - (a) if the student is in homestay, the homestay accommodation provider's address, home telephone number and mobile numbers;

- (b) the School's contact details, including 24/7 contact details for the Deputy Head of Wellbeing and general emergency contact information;
- (c) a statement that the School is regulated by the VRQA and that students can contact the VRQA.

## 6. ACCOMMODATION, SUPPORT AND GENERAL WELFARE ARRANGEMENTS

- 6.1 When the School issues a CAAW letter to a student under 18 years of age, the School is responsible under the Migration Regulations for approving the accommodation, support and general welfare arrangements for that student. Carey will not delegate, outsource or contract out this responsibility.
- 6.2 In order to meet its obligations to approve accommodation, support and general welfare arrangements for students under 18 years of age, the School will:
  - (a) nominate the dates for which the School accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advise the Department (DHA), which is responsible for administering the Migration Regulations, of the dates in the form required by that department.
  - (b) ensure any adults involved in or providing accommodation and welfare arrangements to the student have Working With Children Checks (or equivalent).
  - (c) document processes for verifying that the student's accommodation is appropriate to the student's age and needs prior to the accommodation being approved and at least every six months thereafter.
  - (d) include a process for managing emergency situations and when welfare arrangements are disrupted for students under 18 years of age, within our critical incident policy and process.
  - (e) maintain up-to-date records of the student's contact details, including the contact details of the student's parent(s), legal guardian, Home Stay Host, Local Support Person or any adult responsible for the student's welfare.
  - (f) advise the Department (DHA):
    - (i) as soon as practicable if the student will be cared for by a parent or nominated relative approved by the Department and a CAAW is no longer required; or
    - (ii) within 24 hours if the School is no longer able to approve the student's welfare arrangements.
  - (g) select, screen, monitor and document any third parties engaged by the School to organise and assess welfare and accommodation arrangements as per Selecting, Screening and Monitoring Third Parties Policy and Procedure.

## 7. WORKING WITH CHILDREN CHECKS

- 7.1 The School requires all adults, who provide overseas student accommodation or welfare arrangements (including other residents in the Home Stay Accommodation over the age of 18) to hold a valid and current Working with Children Check. The School will validate the WWCC records each term.

## 8. WHERE THE SCHOOL NO LONGER PROVIDES WELFARE ARRANGEMENTS

- 8.1 If the School is no longer able to approve the welfare arrangements of an overseas student, the School will make all reasonable efforts to ensure that the student's parents are notified immediately.

## 9. MISSING YOUNGER OVERSEAS STUDENTS

- 9.1 If the School is unable to contact a student and has concerns for the student's welfare, the School will make all reasonable efforts to locate the student, in accordance with its Safety

Incident Reporting Policy.

- 9.2 This may include notifying the Police and any other relevant Commonwealth or state agencies as soon as practicable.

## 10. WELFARE ARRANGEMENTS AFTER SUSPENSION OR CANCELLATION

- 10.1 Where the School suspends or cancels the enrolment of the overseas student in accordance with the Deferment, Suspension or Cancellation Policy, the School will continue to approve the welfare arrangements for that student until:
  - (a) the student has alternative welfare arrangements in place approved by another school;
  - (b) care of the student by a parent or nominated relative is approved by the Department
  - (c) the student leaves Australia
  - (d) the School has notified the Department that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.

## 11. YOUNGER OVERSEAS STUDENT TURNS 18

- 11.1 The School's CAAW responsibility will cease where the student turns 18 while enrolled at the School.
- 11.2 If an overseas student turns 18 while still enrolled at the School, the School may require the overseas student to continue to reside in the approved accommodation until the completion of the Year 12 course.

## 12. WELFARE ARRANGEMENTS APPROVED BY THE DEPARTMENT

- 12.1 A parent or eligible relative can be nominated to take responsibility for the overseas student's accommodation and welfare arrangements if specified and permitted under the student's visa.
- 12.2 The School is not responsible for the student's accommodation or welfare when a nominated Local Support Person has been approved by the Department. However, the School will contact the Department and the VRQA if they become aware that the overseas student is not being appropriately cared for by the person nominated as the carer in accordance with the student's visa.

## 13. MONITORING WELFARE ARRANGEMENTS

- 13.1 The School will monitor the welfare arrangements of overseas students, including the welfare arrangements where the student is living with an eligible relative under a Student Guardian visa. Monitoring will usually involve conducting student interviews, as well as physical sit inspections of accommodation.
- 13.2 The monitoring of welfare arrangements is primarily conducted by the Home Stay Co-ordinator, however all staff at the School have responsibility for monitoring the welfare of overseas students.

## 14. BREACHES OF THIS CODE

Any breach of this Policy may result in disciplinary action, including up to termination of enrolment, engagement or employment with the School.

## 15. MONITORING AND REVIEW

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

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