

International Students – Procedures To Reduce The Risk Of Child Abuse

Rationale

In the interests of all of our students and in compliance with Child Safe Legislation, Tintern Grammar has developed policies that oversee the wellbeing and safety of all children in our care. Hence, Tintern Grammar is committed to providing a safe school environment for all students and staff and in particular for our International Students. The School has zero tolerance for child abuse.

Tintern Grammar recognises that International Students are likely to require additional assistance and support with regard to Child Safe measures, because they are living away from home and through cultural and/or language misunderstandings may misinterpret the intentions or actions of others. Thus, in the interests of the wellbeing and safety of International Students, the School has established processes and protocols for dealing with Child abuse issues. These protocols and procedures are to be read in conjunction with the following Tintern Grammar Policies: Child Safety Code of Conduct; Code of Conduct for Parents/Guardians and Volunteers; and the International Students' Appeals Policy

Scope of Procedures and Protocols

These protocols apply to all International students of Tintern Grammar and all staff members of the School are familiarised with the expectations included in this document. International Students' Guardians/Caregivers, Homestay Hosts and Homestay Providers have specific responsibilities that are also defined in the document.

Procedures put in place by Tintern Grammar to promote International Student safety

- Tintern Grammar has strict Child Safety Policies which require that all staff have a current WWC and up-to-date Police Checks
- All visitors to Tintern Grammar are required to sign in at Reception to indicate that they have read and agreed to our Child Safe Standards.
- All Tintern Grammar staff attend annual mandatory training reviewing Child Safe Policies
- Tintern Grammar has an established program for International Students which is delivered at Orientation by our International Students' Co-ordinator and the appropriate Head of School; this promotes understanding of the school and its surrounds and includes a Safety Briefing on who to contact should they ever feel unsafe and how to make contact with appropriate personnel
- With regard to International Students of Chinese background, Tintern Grammar has three staff on site who can speak Mandarin; all three are involved with International Student Pastoral Care. These staff members are accessible to International Students and co-ordinate activities and mentorship opportunities. They are also available for appointments to provide clarity around language and interpretation and, as such, are well able to provide advice on Child Safe issues
- Tintern Grammar requires all International students to have a Guardian/Caregiver who can converse in the language of the International Student; they are required to be

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accessible for advice and guidance 24 hours per day and are expected to arrange regular appointments (at least twice per term) to meet with the International Student(s) within their care along with the International Students Co-ordinator and Heads of School to ensure that any issues are addressed promptly

- Tintern Grammar has a full-time Counsellor and two School First Aid Officers on site; these services are available and accessed by students during the school day and all International Students are introduced to these staff at Orientation
- International Students are closely monitored in terms of attendance, academic performance and socialisation with others – if the student appears unsettled or it appears there is cause for concern, Pastoral Staff will, in the first instance, ask the International Student Co-ordinator to make contact with the student and will also advise the Guardian/Caregiver
- International Students are constantly monitored for wellbeing and pastoral care and can themselves report concerns to the following staff who are available to support them at all times - all issues are dealt with immediately:
 - The International Student Co-ordinator (who also speaks Mandarin) is readily available and has regular meetings with students, individually and also in groups
 - Pastoral Mentor - meets with students every morning at Roll Call and up to 3 times a week for extended sessions
 - Year Level Co-ordinator - who has overall pastoral care for all students in their year level
 - Head of School - has overall care of students in their section of the School: Junior School (Years Prep - 6); Middle School (Years 7 - 9); Senior College (Years 10 -12)
- The School ensures that all charter buses and public transport buses that service the School are adequately manned; all drivers are required to have a current WWC and Police Checks.

Child Safe Training for Homestay Hosts

- All Homestay hosts of Tintern Grammar's International Students are required to be interviewed and fully informed about responsibilities and assessed for suitability by one of Tintern Grammar's Homestay provider companies
- All adults living in the Homestay host residence must have a current WWC, an up-to-date Police Check and annual training in Child Safe Standards
- Child Safe Standards training is to be provided initially by the applicable Homestay provider company that has employed the Homestay Host and then annually by Tintern Grammar.

Child safe Training for Guardians/Caregivers

- All nominated Guardians/Caregivers of Tintern Grammar's International Students are required to be interviewed and fully informed about responsibilities and assessed for suitability by at least one of Tintern Grammar's Homestay provider companies
- Each guardian/caregiver must hold a current WWC, up-to-date Police Check and annual training in Child Safe Standards
- Child Safe Standards training is to be provided initially by the applicable Homestay provider company and then annually by Tintern Grammar

Expectations of Homestays Hosts

- All Homestay Hosts of Tintern Grammar's International Students are required to provide the student with a bedroom which can be locked from inside and full bathroom facilities which can also be locked from the inside
- It is expected that Homestay Hosts will ensure that the School is notified of any daily absence of an International Student – in particular, as a safety measure to ensure that the School is aware that the student is legitimately absent
- It is expected that Homestay Hosts will proactively assist their International student to attend evening functions at the School or at offsite venues should such events arise; in particular, to ensure that the student is safe at all times

Expectations of Guardians/Caregivers

- It is the responsibility of the Guardian/Caregiver to ensure that safe transport and adequate supervision to and from the Airport is provided for the students' initial journey to Melbourne and/or subsequent journeys to and from their country of residence
- It is also the responsibility of the Guardian/Caregiver to arrange for safe transport to and from the School on a daily basis; the Guardian/Caregiver is required to outline to the student what appropriate options exist - whether this be walking to and from the School, travelling by train or taking a charter bus or public transport bus. These options need to be discussed with the Enrolments staff, the International Students' Co-ordinator and with the International Student's Head of School
- It is expected that Guardians/Caregivers, in partnership with Homestay Hosts, will ensure that the School is notified of any daily absence of an International Student – in particular, as a safety measure to ensure that the School is aware that the student is legitimately absent
- It is also expected that Guardians/Caregivers, in partnership with Homestay Hosts, will proactively assist their International student to attend evening functions at the School or at offsite venues should such events arise; in particular, to ensure that the student is safe at all times
- Guardians/Caregivers are expected to reinforce with the International Student the School's requirement that medical appointments, when necessary, are made with registered medical practitioners – again, this is to ensure student safety at all times
- Guardians/Caregivers are expected to attend all Student-Teacher-Parent/Guardian interviews at the School with the International Student which are held once per semester; and, to keep in contact with the student's family to ensure that any issues: whether social; academic; attendance; behavioural – are reported promptly to the student's parents.

APPROVAL

Policy Approved By: Tintern Grammar Executive

Date Approved: 1 November 2017 **(This Policy will be reviewed annually)**

Revision Date: 1 November 2018