

Overseas Students – Homestay Accommodation

BACKGROUND

This Policy is based on guidelines issued by VRQA, pursuant to section 4.5 .1(2) (b) and (3) of the Education and Training Reform Act 2006, ESOS Act and National Code.

DEFINITIONS

In these guidelines:

- ETR Act means the Education and Training Reform Act 2006
- Homestay accommodation means the provision to an overseas student of board and or lodgings by a homestay host family for a fee
- Overseas student has the same meaning as in section 1.1.31 of the ETR Act

THE POLICY

1. This Policy is to be read in conjunction with both Tintern Grammar's Child Safe Policy and Tintern Grammar's Child Safe Code of Conduct. The Policy will be reviewed annually and updates will be notified to all Tintern Grammar employees, contractors and volunteers, and our homestay provider company (companies) and host families, as well as being posted on the School Portal and the School's website.
2. In particular, homestay host families will be provided with a copy of Tintern Grammar's Child Safe Policy and Tintern Grammar's Child Safe Code of Conduct. All adult members of the homestay host family are required to hold a valid WWC and are required to sign the aforementioned Code of Conduct and to abide by all relevant sections of the Tintern Grammar Child Safe Policy. These requirements must also be met in circumstances where the overseas student has permission to be living with a close family relative as defined in item 3 below.
3. In determining an appropriate homestay location and host family for Tintern Grammar's overseas students the School abides by the following guidelines:
 - Before entering an agreement or arrangement for the provision of homestay accommodation to an overseas student, or issuing a Confirmation of Appropriate Accommodation Welfare (CAAW) form to the Department of Home Affairs, in circumstances where homestay accommodation will be provided to overseas student, Tintern Grammar will ensure, after making all reasonable enquiries, that the student is at least Year 9 at the time of commencing the homestay accommodation.
 - The Guideline above does not apply during any period the overseas student is or will be living with a parent or close family relative (an aunt, uncle, grandparent or sibling) approved as suitable by the Department of Home Affairs as part of the student's visa approval or during any period or circumstances exempted by the Director VRQA.

4. Tintern Grammar has the expectation that each overseas student's student support services will undertake to make regular visits to their homestay accommodation to ensure that the matters listed below are consistently met to the School's satisfaction:
- Matters relating to the student's personal safety must be clearly satisfied - including those relating to Tintern Grammar's Child Safe Policy and also relating to travel arrangements to and from the School
 - Appropriate meals, sleeping arrangements and studying facilities must be provided
 - The student's accommodation must provide for appropriate levels of warmth/cooling and bathroom facilities

In addition, Tintern Grammar's International Student Coordinator also undertakes to visit all new homestay host families before the student is placed with them and thereafter every six months, and to investigate the homestay accommodation if a complaint of any nature is received. The International Student Coordinator undertakes to complete a Homestay Site Visit Checklist developed by the Department of Education and Training to ensure a thorough check is carried out and recorded. The report is then uploaded onto the student management system and the next visit is scheduled in six months.

APPROVAL

Policy Approved By: Tintern Grammar Executive

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Review Cycle: 3 years

Owner: Wendy Shih