

YOUNGER OVERSEAS STUDENT POLICY

1. INTRODUCTION

Tintern Grammar School (**Tintern**) 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 appropriate welfare and accommodation arrangements are in place for our Overseas Students under the age of 18.

Tintern will ensure:

- 1.1 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.
- 1.2 Overseas Students have access to services, learning opportunities, facilities and equipment that address their English language learning needs; and
- 1.3 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:

- 2.1 outline Tintern's policy on Overseas Students under the age of 18;
- 2.2 ensure Tintern's operations are appropriate for the age, maturity and English Language proficiency of the Overseas Student; and
- 2.3 Ensure compliance with Commonwealth and state legislation and regulatory requirements relating to child welfare, child protection and duty of care.

3. SCOPE

This Policy applies to all employees, volunteers, Board members, contractors, Overseas Students, parents, guardians, Homestay Hosts, Local Support Persons and eligible relatives.

4. DEFINITIONS

- 4.1 CAAW means Confirmation of Appropriate Accommodation and Welfare
- 4.2 Department means the Department of Homes Affairs
- 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.
- 4.5 Younger Overseas Student means a student under 18 years of age.

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 members and/or service providers to Tintern;
 - (b) seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

- 5.2 Tintern will provide Younger Overseas Student with a Student Safety Card that includes:
- (a) if the Overseas Student is in homestay, the homestay accommodation provider's address, home telephone number and mobile numbers;
 - (b) Tintern's contact details, including 24/7 contact details for the Deputy Head of Wellbeing and general emergency contact information;
 - (c) a statement that Tintern is regulated by the VRQA and that Overseas Students can contact the VRQA.

6. ACCOMMODATION SUPPORT AND GENERAL WELFARE ARRANGEMENTS

- 6.1 When Tintern issues a CAAW letter to an Overseas Student under 18 years of age, Tintern is responsible under the Migration Regulations for approving the accommodation, support and general welfare arrangements for that Overseas Student. Tintern will not delegate, outsource or contract out this responsibility.
- 6.2 To meet its obligations to approve accommodation, support and general welfare arrangements for Overseas Students under 18 years of age, Tintern will:
- (a) nominate the dates for which Tintern accepts responsibility for approving the Overseas Student's accommodation, support and general welfare arrangements and advise the Department of these dates;
 - (b) ensure any adults involved in, or providing, accommodation and welfare arrangements to the student have valid Working with Children clearance Cards in accordance with Tintern's Homestay Policy;
 - (c) verify that the Overseas Student's accommodation is appropriate to the student's age and needs in accordance with the School's Homestay Policy and VRQA Guidelines;
 - (d) manage emergency situations and handle when welfare arrangements are disrupted for students in accordance with its Critical Incident Policy and Safety Incident Reporting Policy;
 - (e) maintain up-to-date records of the Overseas Student's contact details including the contact details of parents, Homestay Host, Local Support Person or any adult involved in the student's welfare;
 - (f) advise the Department:
 - (i) as soon as practicable if the Overseas 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 Tintern is no longer able to approve the Overseas Student's welfare arrangements;
 - (g) select, screen and monitor any third parties engaged by Tintern to organise and assess welfare and accommodation arrangements.

7. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- 7.1 It is the responsibility of the International Student Co-ordinator to:
- (a) regularly monitor homestay accommodation according to the dates nominated by Tintern under 6.2(a); and
 - (b) manage the administration of screening and selecting homestay accommodation.

8. WORKING WITH CHILDREN CLEARANCE

Tintern requires all adults, including parents and guardians, who provide Overseas Student accommodation or welfare arrangements (including other residents in the Homestay Accommodation over the age of 18) to hold a valid and current Working with Children clearance.

9. WHERE THE SCHOOL NO LONGER PROVIDES WELFARE ARRANGEMENTS

If Tintern is no longer able to approve the welfare arrangements of an Overseas Student, Tintern will make all reasonable efforts to ensure the Overseas Student's parents are notified immediately.

10. MISSING YOUNGER OVERSEAS STUDENTS

- 10.1 If Tintern is unable to contact an Overseas Student and has concerns for the Overseas Student's welfare, Tintern will take all reasonable efforts to locate the Overseas Student, in accordance with its Safety Incident Reporting Policy.
- 10.2 This may include notifying the Police and any other relevant Commonwealth or state agencies as soon as practicable.

11. WELFARE ARRANGEMENTS AFTER SUSPENSION OR CANCELLATION

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

12. YOUNGER OVERSEAS STUDENT TURNS 18

- 12.1 Tintern's CAAW responsibility will cease where the Overseas Student turns 18 while enrolled at Tintern.
- 12.2 If an Overseas Student turns 18 while still enrolled at Tintern, Tintern requires the Overseas Student to continue to reside in the approved Homestay Accommodation until the completion of the Year 12 course.

13. WELFARE ARRANGEMENTS APPROVED BY THE DEPARTMENT

- 13.1 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.
- 13.2 Tintern is not responsible for the Overseas Student's accommodation or welfare when a nominated guardian has been approved by the Department.
- 13.3 Tintern will contact the Department and the VRQA if it considers the Overseas Student is not being appropriately cared for.

14. MONITORING WELFARE ARRANGEMENTS

- 14.1 Tintern will monitor the welfare arrangements of Overseas Students, including the welfare arrangements where the Overseas Student is living with an eligible relative under a Student Guardian visa. Monitoring will usually involve conducting student interviews, as well as physical site inspections of accommodation.
- 14.2 The monitoring of welfare arrangements is primarily conducted by the International Student Coordinator and Homestay Co-ordinator, however all staff at Tintern have responsibility for monitoring the welfare of Overseas Students.

15. BREACHES OF THIS POLICY

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

16. MONITORING AND REVIEW

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

APPROVAL

Policy Approved By: Tintern Grammar Executive

Date Approved: March 2022

Revision Date: March 2024

Review Cycle: 2 Years

Owner: Director of Admissions and
Marketing