

International Students – Procedures To Reduce The Risk Of Child Abuse

1. COMMENCEMENT, VARIATION AND COMMUNICATION

- 1.1. This policy commences operation on 22 March 2022.
- 1.2. This policy is subject to variation by Tintern Grammar from time to time.
- 1.3. Any amendment to this policy will be communicated to all employees.

2. PURPOSE

- 2.1. 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.
- 2.2. Hence, Tintern Grammar is committed to providing a safe school environment for all students and staff and in particular for our International Students.
- 2.3. The School has zero tolerance for child abuse.

3. PRINCIPLES

- 3.1. Tintern recognises that Overseas 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.
- 3.2. In the interests of the wellbeing and safety of Overseas Students, Tintern has established processes and protocols for dealing with child abuse risks to Overseas Students.
- 3.3. These protocols and procedures are to be read in conjunction with:
 - 3.3.1. Child Safety Code of Conduct
 - 3.3.2. Code of Conduct for Parents and Volunteers; and
 - 3.3.3. International Students' Complaints and Appeals Policy.

4. SCOPE OF PROCEDURES AND PROTOCOLS

- 4.1. These protocols apply to all Overseas Students of Tintern (which includes Homestay Students) and all staff members of Tintern.
- 4.2. Overseas Students' Local Support Person, Homestay Hosts and Homestay Providers have specific responsibilities that are also defined in the document.

5. ROLES AND RESPONSIBILITIES

- 5.1 Strategies put in place by Tintern to promote Overseas Student safety and identify and reduce or remove the risk of child abuse to Overseas Students
 - 5.1.1 Tintern has strict Child Safety Policies which require all staff to have a current WWC clearance and up-to-date Police Checks.
 - 5.1.2 All visitors to Tintern are required to sign in at Reception to indicate they have read and agreed to our Child Safe Standards.
 - 5.1.3 All Tintern staff attend annual mandatory training reviewing Child Safe Policies.
 - 5.1.4 Tintern has an established program for Overseas Students which is delivered at Orientation by our International Students' Co-ordinator and the appropriate Head of School. This promotes

understanding of the school environment 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.

- 5.1.5 With regard to Overseas Students of Chinese background, Tintern has staff on site who can speak Mandarin: All three are involved with Overseas Student Pastoral Care and are accessible to Overseas Students and co-ordinate activities and mentorship opportunities.
- 5.1.6 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 to Overseas Students of Chinese background.
- 5.1.7 Tintern requires all Overseas Students to have a Local Support Person who can converse in the language of the Overseas Student; they are required to be 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 Overseas Student(s) within their care along with the International Students Co-ordinator and Heads of School to ensure any issues are addressed promptly.
- 5.1.8 Tintern 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 Overseas Students are introduced to these staff at Orientation.
- 5.1.9 Overseas 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 Parent/ Local Support Person. This helps Tintern identify needs of Overseas Students as they arise.
- 5.1.10 Overseas 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).
- 5.1.11 Tintern ensures all charter buses and public transport buses that service Tintern are adequately manned; all drivers are required to have a current WWC and Police Checks.

6. TRAINING FOR INTERNATIONAL STUDENT CO-ORDINATOR AND OTHER STAFF

- 6.1 These training requirements apply equally to the International Student Co-ordinator and all other support staff involved in the overseas student program.
- 6.2 Staff must receive training in:
 - 6.2.1 Child Safe Standards (which occurs under the Child Safe Policy and Welfare Policy);
 - 6.2.2 Procedures for managing emergency situations and critical incidents (which occurs under the Critical Incidents Management Policy) and
 - 6.2.3 The *Education Services for Overseas Students Act 2000* (Cth), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and any VRQA Guidelines issued from time to time (including the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years).

7. CHILD SAFE TRAINING FOR HOMESTAY HOSTS

- 7.1 All Homestay Hosts of Tintern's Overseas Students are required to be interviewed and fully informed about responsibilities and assessed for suitability by Tintern staff and one of Tintern's Homestay provider companies.
- 7.2 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 and processes for reporting suspected child abuse.
- 7.3 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. Training is to include information about Tintern's processes for reporting suspected child abuse.

8. CHILD SAFE TRAINING FOR LOCAL SUPPORT PERSON

- 8.1. All nominated Local Support Person of Tintern's Overseas Students are required to be interviewed and fully informed about responsibilities and assessed for suitability by Tintern staff and at least one of Tintern's Local Support Person provider companies.
- 8.1 Each Local Support Person must hold a current WWC clearance, up-to-date Police Check and annual training in Child Safe Standards.
- 8.2 Child Safe Standards training is to be provided initially by the applicable Homestay provider company and then annually by Tintern.

9. EXPECTATIONS OF HOMESTAYS HOSTS

- 9.1 All Homestay Hosts of Tintern's Overseas Students are required to provide the student with a (separate, individual) bedroom which can be locked from inside and full bathroom facilities which can also be locked from the inside.
- 9.2 Homestay Hosts are expected to:
 - 9.2.1 ensure Tintern is notified of any daily absence of an Overseas Student – in particular, as a safety measure to ensure Tintern is aware that the student is legitimately absent.
 - 9.2.2 proactively assist their Overseas Student to attend evening functions at Tintern or at offsite venues should such events arise; in particular, to ensure the student is safe at all times.
 - 9.2.3 treat the Overseas Student as a part of the family;
 - 9.2.4 communicate with the Overseas Student about rules in the home regarding privacy and space;
 - 9.2.5 ensure the Overseas Student understands the curfew: 9 pm during the weekday and 9:30 pm for the weekend;
 - 9.2.6 sometimes pick up the Overseas Student from the nearest train station (particularly when it is dark);
 - 9.2.7 exchange mobile numbers with the Overseas Student;
 - 9.2.8 be open and friendly when discussing any concerns in relation to the homestay arrangement.

10. EXPECTATIONS OF LOCAL SUPPORT PERSON

- 10.1 It is the responsibility of the Local Support Person to:
 - 10.1.1 ensure safe transport and adequate supervision to and from the Airport is provided for the Overseas Students' initial journey to Melbourne and for subsequent journeys to and from their country of residence; and
 - 10.1.2 outline to the Overseas Student what appropriate options exist for safe transport to and from Tintern on a daily basis (walking, travelling by train or taking a charter bus or public transport bus). These options need to be discussed with the Admissions staff, the International Students' Co-ordinator and with the Overseas Student's Head of School.

- 10.2 It is expected that Local Support Person, in partnership with Homestay Hosts, will:
- 10.2.1 ensure Tintern is notified of any daily absence of an Overseas Student – in particular, as a safety measure to ensure Tintern is aware when the Overseas Student is legitimately absent; and
 - 10.2.2 proactively assist Overseas Students to attend evening functions on campus or at offsite venues should such events arise; in particular, to ensure the student is safe at all times.
- 10.3 Local Support Persons are expected to:
- 10.3.1 reinforce with the Overseas Student Tintern’s requirement that medical appointments, when necessary, are made with registered medical practitioners – again, this is to ensure student safety at all times;
 - 10.3.2 attend all Student-Teacher-Parent interviews at Tintern with the Overseas Student which are held once per semester; and
 - 10.3.3 keep in contact with the Overseas Student’s family to ensure any issues (such as social, academic, attendance, behavioural) – are reported promptly to the Overseas Student’s parents.

11. RELATED TINTERN GRAMMAR POLICIES

This policy is to be read in conjunction with:

- 11.1. Tintern Grammar’s Child Safe Policy
- 11.2. Tintern Grammar’s Child Safe Code of Conduct
- 11.3. Tintern Grammar’s Mandatory Reporting Policy
- 11.4. Tintern Grammar’s Obligation to Report Child Abuse Policy

12. REFERENCES TO EXTERNAL POLICY/LEGISLATION/COMPLIANCE DOCUMENTS

- 12.1. Child Wellbeing and Safety Act 2005¹
- 12.2. Child Wellbeing and Safety (Information Sharing) Amendment Regulations 2020²
- 12.3. Reportable Conduct Scheme Information Sheets³

13. APPROVAL

- 13.1. Policy approved by: Tintern Grammar Executive
- 13.2. Date Approved: March 2022
- 13.3. First Published: 1 November 2020
- 13.4. Version: 2.1
- 13.5. Reviewed by: Assistant Principal
- 13.6. Revision Date: March 2023
- 13.7. Review Cycle: 1 year

¹ [Child Wellbeing and Safety Act 2005 \(legislation.vic.gov.au\)](https://legislation.vic.gov.au)

² [Child Wellbeing and Safety \(Information Sharing\) Amendment Regulations 2020 \(legislation.vic.gov.au\)](https://legislation.vic.gov.au)

³ [CCYP | Resources and support for the Reportable Conduct Scheme](#)