

International Student Designated Carer Requirements

Ivanhoe Grammar School accepts responsibility for approving the accommodation, support and general welfare arrangements for students under the age of 18, where a CAAW has been issued by the school. Ivanhoe Grammar School does not delegate, outsource or contract out that responsibility.

Ivanhoe Grammar School complies with the Victorian Child Safe Standards.

Ivanhoe Grammar School is not taking over legal responsibility for the overseas student under the age of 18. The parent or person who has custody of the overseas student is at all times legally responsible for the student.

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to have a Designated Carer for the duration of their enrolment.

A Nomination of Designated Carer Form will be sent with the Letter of Offer, to be completed and returned with the Student Acceptance form. Please refer to International Enrolment Procedures on our website.

Ivanhoe Grammar School accepts responsibility for the welfare of students who are not living with a parent.

Ivanhoe Grammar School must approve Designated Carer arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW). Please note, the Designated Carer and Homestay may not be the same person.

There are two acceptable categories of Designated Carer:

1. Parents may nominate a relative who lives in Melbourne.

This must be a blood relative and proof of the relationship will be required.

Parents are required to discuss the **Ivanhoe Grammar School Designated Carer Requirements** (listed on Page 2), with their nominated Designated Carer.

Payment arrangements, as appropriate will be made between the Parents and the Designated Carer.

2. Parents nominate Ivanhoe Grammar School approved professional Designated Carer provider.

Parents are required to select one of the following Ivanhoe Grammar School approved providers and make the necessary arrangements. Please follow the links below and apply online to your preferred Company.

Melbourne Student Services Centre

www.mmec.com.au

Sarah Cheng, Director

International Student Alliance (ISA)

www.studentguardians.com

Ivan McKinney, Director

Payment Arrangements

The Designated Carer Provider will invoice the Parents directly for this service

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Please read the following important information for Designated Carers nominated by Parents.

Ivanhoe Grammar School will arrange a meeting at the school to complete an Ivanhoe Grammar School International Student Designated Carer Agreement.

If the School is not satisfied that the Designated Carer meets the following criteria, parents are required to arrange a Designated Carer with an approved Ivanhoe Grammar School Designated Carer Provider.

Designated Carers are required to support the student while at school in Australia.

Designated Carer Requirements

- Be appointed by the parents and approved by the School
- Comply with the ESOS National Code <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>
- Commit to the Ivanhoe Grammar School's Child Safe Code of Conduct (Designated Carer and Homestay)
- Be a blood relative (proof of the relationship will be required).
- Be over 25 years of age.
- Be able to communicate effectively with the school in English.
- Have permission to reside in Australia and remain in Melbourne for the duration of the enrolment.
- Maintain contact via Ivanhoe Connect to access important student information and policies and respond to messages regarding student updates, excursion/camp consent and booking parent teacher interviews.
- Provide a current Working with Children Check; further information is available at <http://www.justice.vic.gov.au/workingwithchildren>.
- Provide a current Police Check; further information is available at http://www.police.vic.gov.au/content.asp?Document_ID=274.
- Attend an Interview at Ivanhoe Grammar School and Complete an Ivanhoe Grammar School Designated Carer Agreement Form and agree to accept the responsibilities listed.
- Provide the School with a residential address, telephone numbers (home, work and mobile), email address and 24 hour contact details in case of emergency.
- Immediately inform the school if they are unavailable or not able to fulfill their responsibilities.
- Immediately inform the School if they will be leaving Melbourne, including short term breaks such as holidays.
- Maintain regular ongoing contact with the student – weekly telephone contact and fortnightly face to face contact at the least.
- Visit the student at homestay at least once per term.
- Ensure all financial obligations for the student's education are met.
- Sign all documents on behalf of the parent(s) of the student as the parents' legal representative.
- Ensure that all significant medical needs of the student are met and that the School and parents are kept informed.
- Liaise with the School on behalf of the student and their parents concerning any grievances the student may have.
- Notify the School of any unresolved grievances.
- Meet with teachers at appropriate Parent/Teacher meetings (and other meetings which may be called from time to time) to discuss the academic progress of the student and reporting these comments back to the parents.
- Act as a contact person for the School and the parents.
- Be familiar with homestay and school rules and support the School in their application.