

International Students Accommodation, support and general welfare Requirements

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the School will ensure that the arrangements made to protect the personal safety and social well-being of those students are appropriate.

Ivanhoe Grammar School is compliant with the Victorian Child Safe Standards and will ensure that all the arrangements to provide or approve appropriate accommodation, support and general welfare for the student, including any service provision by third parties, meet the Child Safe Standards.

Key Requirements

Where Ivanhoe Grammar School enrolls a student who is under 18 years of age, it will

- Meet the relevant Commonwealth, state or territory legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction in which Ivanhoe Grammar School operates. This is irrespective of whether the Ivanhoe Grammar School is taking responsibility for the welfare arrangements or the Department of Home Affairs has approved a nominated guardian
- give younger overseas students important age and culturally appropriate safety information, including what to do and who to contact in an emergency situations, including contact numbers of nominated staff members or service providers; and, and how to report any incident or allegation of sexual, physical or other abuse
- Ivanhoe Grammar School will ensure that the overseas student is in living arrangements which are safe and adequately meet their needs.
- will take all practical steps to ensure welfare is maintained at all times, regardless of the overseas student's study circumstances.
- will ensure any adults involved in providing overseas student accommodation or welfare arrangements have Working with Children Checks (WWCC) appropriate to the jurisdiction in which Ivanhoe Grammar School operates and the accommodation is situated
- will regularly verify that overseas student accommodation is appropriate to the student's age and physical needs
- will notify the police and any other relevant agencies as soon as practicable if unable to contact an overseas student and there are concerns for the overseas student's welfare
- report through Provider Registration and International Student Management System (PRISMS) if the school is no longer able to take responsibility for the overseas student's welfare
- make all efforts to contact a younger overseas student's parent or legal custodian immediately if they can no longer approve the overseas student's welfare.
- It is mandatory for Ivanhoe Grammar School staff to have a current Working with Children Check
- Any accommodation, welfare and other support arrangements for the student must be approved by Ivanhoe Grammar School, including arrangements provided by third parties.
- Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Welfare arrangements approved by the Department of Home Affairs

Where a nominated guardian has been approved by the Department of Home Affairs,

Ivanhoe Grammar School does not provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs at the time of visa application for approval of these arrangements. The Department of Home Affairs must also approve any further change of welfare arrangements.

If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student guardian Visa (subclass 590), all obligations and conditions of this visa must be met, including:

- not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
- advising the Department of Home Affairs of any change of address, passport or other changes of circumstances.

Ivanhoe Grammar School requires holders of Student Guardian Visas to:

- maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- immediately advise the School of any change to address or contact details
- immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

- Ivanhoe Grammar School will contact the Department of Home Affairs and other local agencies if it becomes aware the overseas student is not being well looked after.
- Ivanhoe Grammar School will meet with the nominated guardian prior to, or shortly after the student commences

When Ivanhoe Grammar School takes responsibility for the overseas student's welfare

Where Ivanhoe Grammar School has issued a CAAW, Ivanhoe Grammar School will not delegate, outsource or contract out the responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18.

When Ivanhoe Grammar School accepts responsibility for the welfare arrangements of an overseas student under the age of 18, a CAAW letter is created at the same time as a Confirmation of Enrolment (CoE).

Ivanhoe Grammar School signs a CAAW to confirm they are placing an overseas student into, or are approving, arrangements they consider suitable.

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 nominates the beginning and end dates of the period for which they are willing to accept responsibility for approving accommodation, support and welfare arrangements for

an overseas student under the age of 18. These nominated dates must cover the length of the CoE plus seven days at the end

The minimum age for enrolment of an overseas student in homestay accommodation is 13. Ivanhoe Grammar School will not enter an agreement or arrangement for the provision of homestay accommodation to an overseas student, or issue a CAAW letter to the Department of Home Affairs in circumstances where homestay accommodation will be provided to an overseas student unless Ivanhoe Grammar School is satisfied that the student will be at least 13 years of age at the time of commencing the homestay accommodation

The School will advise students who are issued with a CAAW (Confirmation of Appropriate Accommodation/Welfare Arrangements) that they may not travel to Australia before the nominated Welfare Start Date.

Ivanhoe Grammar School will maintain approval of accommodation and care arrangements until:

- The student completes the course and departs Australia
- the student turns 18 years
- any appeals processes in relation to Ivanhoe Grammar School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- the student has alternative welfare arrangements approved by another registered provider
- a parent or nominated relative approved by the Department of Home Affairs assumes care of the student
- Ivanhoe Grammar School has notified the Department of Home Affairs that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Accepting and monitoring welfare Arrangements

Ivanhoe Grammar School has documented International Student Homestay Requirements and procedures for recruiting and screening homestay families to ensure the accommodation meets the requirements of the National Code

In monitoring welfare arrangements, Ivanhoe Grammar School will take into account any relevant state and territory laws such as the Victorian Child Safe Standards.

Undertakes to monitor the suitability of the student's accommodation, support and general welfare arrangements. This is undertaken by the Dean of International Students and the Homestay Coordinator.

The Dean of International Students is the first point of contact for students and parents/guardians in all student welfare matters.

Has an implement documented procedure for verifying and checking that the student's accommodation is appropriate to the student's age and needs;

- prior to the accommodation being approved
- at least every six months thereafter
- includes regular interviews with students

Third Parties

Ivanhoe Grammar School engages third parties to organise and assess welfare and accommodation arrangements, and has documented Requirements and Procedures for selecting, screening and monitoring these third parties.

Ivanhoe Grammar School notes that the CAAW responsibility they undertake cannot be delegated to any other party such as a homestay service. The School retains the ultimate responsibility for approving and assuring welfare arrangements.

Ivanhoe Grammar School does not state or imply, or permit any third parties to state or imply, that the third party has or shares responsibility for the overseas student's accommodation, support or general welfare

Ivanhoe Grammar School may use homestay services to assist in verifying the appropriateness of the overseas student's accommodation. However, the school is ultimately responsible for the overseas student's welfare and must be satisfied that the processes are rigorous enough to ensure the overseas student is residing in appropriate accommodation.

Staff Training

Ivanhoe Grammar School Staff receive training in

- the Child Safe Standards
- policies, requirements and procedures for managing emergency situations and critical incidents
- policies, requirements and procedures for verifying that the student's accommodation is appropriate to the student's age and needs
- the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and any VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years issued from time to time.

Student Safety Card

Overseas students are issued with a Student Safety Card at the time of commencement of the course which includes:

- for any student on a CAAW letter in homestay accommodation, the homestay accommodation provider's address, home telephone number and mobile numbers
- Ivanhoe Grammar School's contact details, including 24/7 contact details for the Dean of International Students and general emergency contact information
- a statement that Ivanhoe Grammar School is regulated by the Victorian Registration and Qualifications Authority (VRQA). Students can contact VRQA at www.vrqa.vic.gov.au.

Transferring between registered providers

If the School enrolls a student under 18 who has welfare arrangements approved by another registered provider, the School will:

- negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap in welfare arrangements
- inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

Disruption to welfare arrangements

Ivanhoe Grammar School will activate their Crisis Management and Recovery Plan in emergency situations which may disrupt welfare arrangements without warning.

- Include as part of their policy and procedures for critical incidents under Standard 6 (student support services), a procedure for managing emergency situations when welfare arrangements are disrupted for students under 18 years of age

- Maintain up-to-date records of the student's contact details as outlined in standard 3.5, including the contact details of the student's parent(s), legal guardian or any adult responsible for the student's welfare.

Students receive the following information in their Orientation

- Ivanhoe Grammar School International Student Safety Card
- International Students Handbook
- Online Safety Presentation

The School has and implements a policy and procedure for managing critical incidents, (Crisis Management and Recovery Plan)

Ivanhoe Grammar School has a documented International Student Immediate Response for managing emergency situations when accommodation, support and welfare arrangements are disrupted

The Dean of International Students is the official point of contact for all International Students and may refer students to other support staff as appropriate.

Suspension or cancellation of enrolment

Where standard 5.3 applies and the School suspends or cancels the enrolment of the overseas student, the School will continue to check the suitability of care arrangements until one of the following occur

- the student has alternative welfare arrangements approved by another registered provider
- the overseas student has a nominated guardian approved by the Department of Home Affairs
- the overseas student leaves Australia
- the school has notified the Department of Home Affairs through PRISMS that it is no longer able to approve the overseas student's welfare arrangements
- the school has taken the required action under Standard 5.5 after not being able to contact the overseas student
- the overseas student turns 18

Terminating welfare arrangements.

Ivanhoe Grammar School's responsibility for welfare arrangements will only be terminated in two circumstances.

The first is if alternative welfare arrangements have been put in place.

- In this circumstance, the school will confirm that the new welfare arrangements are formally in place before terminating the CAAW.
- Where an overseas student's parent, legal custodian, or eligible relative is planning to look after the overseas student for a short period, for example during a holiday, the school will continue their CAAW arrangements rather than terminate the CAAW.
- If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

The second circumstance where Ivanhoe Grammar School may terminate a CAAW is where they can no longer take responsibility for the overseas student due to events, such as:

- the overseas student refusing their accommodation or leaving their accommodation without notice, even after the school has exhausted all possible avenues of assisting the overseas student to maintain appropriate arrangements
- the accommodation provider becoming unable to maintain arrangements;
- the overseas student's enrolment being suspended or cancelled
- the overseas student going missing from their accommodation and cannot be found or contacted, even after the school has implemented its critical incident policy

- In the above situations, Ivanhoe Grammar School will report the overseas student within 24 hours using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter through PRISMS.

It is noted that this report should be used as a last resort, as it may lead to cancellation of the overseas student's visa by the Department of Home Affairs for breaching visa condition 8532. Ivanhoe Grammar School will make all reasonable efforts to ensure the overseas student's parents or legal custodians are notified immediately if it can no longer take responsibility for the overseas student's welfare.

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 24 hours to assume care of the student until the situation has been resolved to the school's satisfaction.

While this statement refers to students who are under 18 years of age, Ivanhoe Grammar School applies the above arrangements to all students including those who will turn 18 years of age during the final period of their course

