



# **Welfare and Accommodation Selecting Screening and Monitoring Policy**

## **Source of Obligation**

Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## **Caulfield Grammar School's Policy**

The 'School' in this Policy includes school boarding premises. It is the School's policy to engage in comprehensive selection, screening and monitoring processes when engaging third parties, such as homestay providers, to organise and assess welfare and accommodation arrangements of our overseas students, particularly those who are under 18 years of age.

## **Selection**

When selecting third parties to engage to organise and assess welfare and accommodation arrangements, the School completes a Homestay Accommodation Approval Checklist.

The School also:

- provides information to welfare and accommodation providers prior to the arrival of overseas students
- gathers information about the potential provider/s of accommodation and welfare to ensure that cultural and religious backgrounds are appropriate and sufficiently compatible
- ensures a provider possesses the commitment, motivation and capability to extend the support that will ensure an overseas student's successful integration into the Australian education system and the School
- carefully matches the student to a compatible homestay family. Suitability will be determined according to the School's information on homestay profile requirements.

## **Screening**

When selecting third parties to engage to organise and assess welfare and accommodation arrangements, the School ensures:

- Working with Children Checks (WWCC) for all adults involved in the provision of the accommodation and welfare are obtained



- inspection of the accommodation environment to ensure that it is safe and suitable for the overseas student.

## Monitoring

When selecting third parties to engage to organise and assess welfare and accommodation arrangements, the School:

- conducts regular site inspections of the accommodation during the overseas student's stay
- monitors the overall wellbeing and welfare of the overseas student
- monitors the family offering welfare and accommodation.

## Working with Children Check

It is the School's policy that all adults who provide overseas student accommodation or welfare arrangements, must hold a current WWCC. This requirement applies even if a person is not required by WWCC legislation to obtain a WWCC.

## Homestay Register

The School has a homestay register that:

- includes details of the homestay families allocated to each overseas student and their validated WWCC details
- records all homestay visits undertaken for each overseas student
- includes a process to ensure ongoing validation of the currency of WWCC for homestay families
- ensures that PRISMS is updated to record the overseas student homestay (residential) address.

## Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the School in accordance with this policy and keep any written agreements entered into by the School. Records will be maintained in accordance with our Overseas Students Records Management and Retention Policy.

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