



GEELONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAM

Homestay Provider Policy

1. Purpose

- 1.1 This Policy describes the School's expectations regarding the provision of a Homestay Provider for all students who are in Australia pursuant to a CAAW letter issued by the School, and ensure compliance with the Child Safe Standards, National Code 2018 and the VRQA Guidelines for Enrolment of Overseas Students Aged Under 18.

2. Policy Statement

- 2.1 Overseas Students must be at least 13 years of age to be accommodated by a Homestay Provider.
- 2.2 Parents of all Overseas Students may propose a person or persons whom they may seek the School to approve as a Homestay Provider, so that if the student is on exeat, ill or cannot board at the School for a period of time, the Overseas Student can reside with the Homestay Provider.
- 2.3 If parents do not have a person or persons for the School to approve as a Homestay Provider, the School must nominate and approve a Homestay Provider for the Overseas Student, pursuant to the National Code 2018.

3. Student Safeguarding Processes

- 3.1 The School implements processes to ensure that Homestay Providers are screened, monitored and trained regarding their safeguarding obligations.
- 3.2 Prior to approval of a Homestay Provider, the School requires Homestay Providers to provide evidence regarding their suitability and references that address their suitability to work with children. Homestay Providers and referees will be asked a number of interview and safeguarding questions to ensure suitability for the role.

4. Expectations of Homestay Providers

- 4.1 The Homestay Provider must comply with the following requirements, which the School will verify:
 - 4.1.1 be over 25 years of age (subject to the exercise of discretion by the Principal, but at least 21 years of age);
 - 4.1.2 supply the name of two referees (being preferably work referees) so that the School can fulfil its safeguarding screening obligations and confirm the suitability of the Homestay Provider for child connected work;
 - 4.1.3 all people over 18 years old at the Homestay Provider's residence must have a valid WWCC;
 - 4.1.4 all people over 18 years old at the Homestay Provider's residence must provide a National Police Check (valid within three months of the date of request). If any of the adults residing at the address have lived overseas for a period of more than 12 months, they must also provide national police checks or criminal record checks for each country in which that adult has resided for 12 or more months;
 - 4.1.5 have at least one person in the home with a current Australian drivers licence;
 - 4.1.6 read, sign and comply with the School's Student Safeguarding Policy and Code of Conduct;
 - 4.1.7 provide a separate bedroom for the Overseas Student that is appropriate to the age and needs of the student;
 - 4.1.8 provide three (3) meals per day, board, amenities and utilities to the Overseas Student;
 - 4.1.9 permit and cooperate with residential inspections performed by the School twice per calendar year, and otherwise when required;
 - 4.1.10 provide the School with at least two (2) weeks' notice in writing of any change of residence, so that the School may conduct a residential inspection of the new residence, prior to an Overseas Student staying with the Homestay Provider;
 - 4.1.11 be an Australian Citizen, Permanent Resident of Australia or have an appropriate Visa for the period the Overseas Student is allocated to the Homestay Provider;
 - 4.1.12 must live in the Melbourne/Greater Geelong area and be easily contactable by the School and/or the Overseas Student and Overseas Student's family;
 - 4.1.13 if the Homestay Provider will be away from their residence for a period of time or will not be contactable, the School must be given reasonable written notice so an Alternative Homestay Provider can be arranged. The same expectations apply for the Alternative Homestay Provider as the permanent Homestay Provider;
 - 4.1.14 if circumstances have changed and the Homestay Provider can no longer assist the School on a short term or permanent basis, the Homestay Provider give the School sufficient notice by contacting the Overseas Student Manager so that an alternative Homestay Provider can be approved;
 - 4.1.15 must not approve an Overseas Student's exeat arrangements for the Overseas Student to stay at a location or address which has not been approved by the School;
 - 4.1.16 if an Overseas Student wishes to stay with another School student or family friend on an exeat, the Homestay Provider agrees to give the School notice in writing so the Alternative Homestay Provider can be approved by the School. The same expectations apply for the Alternative Homestay Provider as the permanent Homestay Provider;



- 4.1.17 must be able to communicate effectively with the School and the Overseas Student in English, and have empathy for the Overseas Student's culture, religion and beliefs;
- 4.1.18 during exeats, holidays and other periods the Overseas Student is with the Homestay Provider, the Homestay Provider must be prepared to work with the Overseas Student and the School when required, and particularly with respect to classwork, illness, grievances, behaviour, unhappiness or discipline;
- 4.1.19 may be required to respond to a request from the School to accommodate the Overseas Student as a consequence of illness, School suspension or any other matter for an unspecified period of time;
- 4.1.20 must liaise regularly with the Overseas Student's parents, the School's Overseas Student Manager and the student's Head of House or Head of Unit on all matters; and
- 4.1.21 may be required to advise the Overseas Student generally about personal matters including but not limited to travel, transport and safekeeping of property.

5. Residential Inspections and Homestay Administration Fee

- 5.1 The School must inspect homestay accommodation twice per year. The School will physically inspect all new homestay accommodation. Each ongoing inspection may be conducted physically or via video conference, with physical inspections to be required where a School representative has not visited the home within the preceding 18 months, or there has been a change in the household. Other methods may also be utilised to supplement a physical or virtual inspection such as video or photographs provided by the Homestay Provider.
- 5.2 After completion of the initial residential inspection and induction (and the Homestay Provider is approved), the Homestay Provider is given emergency contact details for the School (Head of House/Unit, Head of Middle School/Senior School or Head of Campus as appropriate, Overseas Student Manager) and the Overseas Student and family.
- 5.3 The Overseas Student's parents will pay a Homestay Administration Fee per year to the School, being the administration involved in:
 - 5.3.1 interviewing and child safe screening a potential Homestay Provider; and
 - 5.3.2 facilitating homestay arrangements, including the cost of travel, meeting with the Homestay Provider on a biannual basis, assessment as per the Homestay Provider Residential Inspection checklist and creating a homestay report.
- 5.4 Further details about the Homestay Administration Fee are provided in the Overseas Student Enrolment Agreement.
- 5.5 There is no additional fee payable if additional members of the same family reside with the same Homestay Provider.
- 5.6 There will be a maximum of two (2) residential inspections per calendar year, unless in case of emergency and an Overseas Student is placed with an alternative provider and an additional inspection is necessary.

6. Overseas Students Over 18 years of Age

- 6.1 If an Overseas Student is over 18 years of age and is residing with another younger Overseas Student at the Homestay accommodation, they will be required to obtain a Working with Children Clearance prior to their stay.

7. Parent and Homestay Provider expectations

- 7.1 The parents and Homestay Provider will acknowledge that:
 - 7.1.1 a Homestay Provider may be proposed by the parents or the School, and is required to be approved by the School;
 - 7.1.2 the Homestay Provider is aware of their responsibilities and will act accordingly;
 - 7.1.3 the School reserves the right to deem a person unsuitable to be a Homestay Provider and require that the Overseas Student has a new Homestay Provider;
 - 7.1.4 the School does not delegate its responsibility of the Overseas Student under the CAAW letter to the Homestay Provider, and at all times remains responsible for the Overseas Student's welfare, accommodation and support while in Australia pursuant to a CAAW letter issued by the School; and
 - 7.1.5 the Homestay Provider is appointed to assist the School with the accommodation, welfare and support of Overseas Students enrolled at the School.

8. Privacy

- 8.1 The School is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). A copy of the School's Privacy Policy is available on the School's website. Parents and Homestay Providers must be aware that information collected may need to be disclosed by the School to outside organisations from time to time. Any objections to the collection, storage, disclosure or publication of must be notified to the Admissions Office immediately.
- 8.2 The School collects and stores personal information, including sensitive information about students, their parents, families or others including homestay providers before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for its students.
- 8.3 Some of the information collected and stored by the School is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 8.4 The School from time to time discloses personal and sensitive information to others for administrative, educational and health purposes. This includes disclosing information to people providing services to the School, such as third party providers assisting with homestay inspections, or assisting with Working with Children Check compliance. By signing the Homestay Nomination



Form, parents and Homestay Providers consent to the collection, storage, disclosure and publication of such information by the School for these purposes.

- 8.5 The information collected remains the property of the School and any request for access to information must be made in writing. Information may be viewed at the School's premises with a member of the School's staff in attendance at a pre-arranged time convenient to the School.
- 8.6 The School's Privacy Policy contains information about how parents or Homestay Providers may complain about a breach in the Australian Privacy Principles by the School and how the School will deal with such a complaint.

9. Associated documents

- 9.1 Overseas Student Accommodation Policy;
9.2 Homestay Provider Engagement Procedure;
9.3 Homestay Provider Handbook;
9.4 Homestay Provider Nomination form;
9.5 Expression of Interest to act as Homestay Provider form;
9.6 Homestay Responsibility Agreement;
9.7 Homestay Provider Residential Inspection form;
9.8 Checklist for Homestay Provider Application;
9.9 Summary of Homestay Provider Engagement Procedure;
9.10 Student Safeguarding Policy; and
9.11 Student Safeguarding Code of Conduct.

10. Definitions

Alternative Homestay Provider	is a person or family nominated by a student (for example another student's family) for a temporary homestay.
Boarding Premises	means boarding houses at the Corio Campus and units at the Timbertop Campus
CAAW letter	means a Confirmation of Appropriate Accommodation and Welfare letter issued where the Principal has undertaken responsibility for approving the accommodation, support and welfare arrangements for a student under 18 years of age who is not residing with a parent, legal guardian or DHA approved relative.
DHA	means the Department of Home Affairs.
Exeat	means permission for temporary absence from the School for one or more night's duration.
Homestay Provider	is a person or family that provides accommodation, support and welfare to overseas students on behalf of the School. A homestay provider is not a close family member approved as suitable by the DHA.
National Code 2018	means National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 5 which sets out the guidelines for accommodation and welfare arrangements for overseas students under 18 years old.
Nominated Guardian	means a student's parents, person with legal custody of the student, or eligible relative (including aunt, uncle, grandparent or sibling over 21 years of age) approved by the DHA.
Overseas Student	means a student enrolled at the School pursuant to a CAAW letter.
School	means Geelong Grammar School, including its registered Boarding Premises
VRQA	means Victorian Registration and Qualifications Authority
WWCC	means Working with Children Clearance

11. Review and Circulation

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