



# GEELONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAMME

## Homestay Provider Engagement Procedure

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### 1. Purpose and Scope

- 1.1 This Procedure provides the guidelines for the recruitment, child safe screening and compliance requirements for the engagement of Homestay Providers and to ensure compliance with the Child Safe Standards, National Code 2018 and the VRQA Guidelines for Enrolment of Overseas Students Aged Under 18.
- 1.2 This Procedure applies to the enrolment of all Overseas Students on a CAAW Letter (who must be over the age of 13 years).

### 2. Process

- 2.1 The Admissions Team will provide a Homestay Provider Nomination Form to an Overseas Student when the Overseas Student is provided with a Letter of Offer and Written Agreement.
- 2.2 If the family of the Overseas Student do not have anyone they would like to propose as a Homestay Provider, the School will provide a number of verified options to the family and work with the family to find the most suitable Homestay Provider. The School has ultimate responsibility to approve a Homestay Provider.
- 2.3 For family members proposed by a family, the Overseas Student Manager will contact that proposed Homestay Provider to provide them with details of the requirements for a Homestay Provider to be approved.
- 2.4 For all persons who approach the School to seek to become independent Homestay Providers, the Overseas Student Manager will provide them with details of the requirements for a Homestay Provider to be approved, including an 'Expression of Interest to act as a Homestay Provider' Form.
- 2.5 The Homestay Provider's home must be physically inspected for suitability unless it has been checked and approved previously (see Clause 3 below).
- 2.6 Once the accommodation has been approved, the Homestay Provider will complete the School's induction process which includes:
  - 2.6.1 providing the Homestay Provider with a link to the Student Safeguarding Statement and arrange for two referees (preferably two work referees or one work referee and one personal referee) to complete the Student Safeguarding Statement. The Student Safeguarding Statement assesses the Homestay Provider's suitability to work with children, including their previous history of work involving children;
  - 2.6.2 providing a WWCC for every adult member of the household;
  - 2.6.3 providing a National Police Checks for every adult member of the household (including any overseas criminal record checks required);
  - 2.6.4 reading the Student Safeguarding Policy and signing the Student Safeguarding Code of Conduct; and
  - 2.6.5 completing the School's required Child Safety online induction.
- 2.7 Once the induction is completed, the Homestay Provider will also sign the Homestay Provider Responsibility Agreement and the School will provide the contact details for the Overseas Student and their family, and for School contacts.

### 3. Homestay Inspections

- 3.1 The School must physically inspect homestay accommodation twice per year.
- 3.2 Other methods may also be utilised in addition to a physical inspection such as video or photographs provided by the Homestay Provider.
- 3.3 Homestay inspections are diarised in the School's Safeguarding & Legal Services Team calendar every six (6) months from the commencement of the initial inspection.
- 3.4 At the homestay inspection, the Overseas Student Manager (or School delegate) will:
  - 3.4.1 complete the Homestay Residential Inspection Checklist and save to the Overseas Student's file; and
  - 3.4.2 ask the Homestay Provider to read and sign the Student Safeguarding Code of Conduct (if it has not been signed in the last 12 months); and
  - 3.4.3 ask for any other documentation or identification necessary.

### 4. WWCC for Overseas Students over 18

- 4.1 The Overseas Student Manager conducts an audit prior to Term 1 each year to confirm those Overseas Students who will be over the age of 18 and possibly in homestay arrangements with a younger student.
- 4.2 The Overseas Student Manager will diarise an appointment with each Overseas Student who is due to turn 18 prior to their birthday to ensure that they understand the obligation and will apply for a WWCC if applicable.
- 4.3 All Year 12 students (and those Year 11 students identified as being over 18) are provided with a School led Youth Law session where WWCC are discussed, and Overseas Students are informed of the requirement to have a WWCC if they are in homestay accommodation with a younger student.

### 5. Associated documents



- 5.1 Summary of Homestay Provider Engagement Procedure;
- 5.2 Overseas Student Accommodation Policy;
- 5.3 Homestay Provider Policy;
- 5.4 Homestay Provider Handbook;
- 5.5 Homestay Provider Nomination form;
- 5.6 Expression of Interest to act as Homestay Provider form;
- 5.7 Homestay Responsibility Agreement;
- 5.8 Homestay Provider Residential Inspection form;
- 5.9 Checklist for Homestay Provider Application
- 5.10 Student Safeguarding Policy; and
- 5.11 Student Safeguarding Code of Conduct.

## 6. Definitions

|                                      |                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternative Homestay Provider</b> | is a person or family nominated by a student (for example another student's family) for a temporary homestay.                                                                                                                                                                                                   |
| <b>CAAW letter</b>                   | 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. |
| <b>DHA</b>                           | means the Department of Home Affairs.                                                                                                                                                                                                                                                                           |
| <b>Homestay Provider</b>             | 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.                                                                                                          |
| <b>National Code 2018</b>            | 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.                                                                                |
| <b>Overseas Student</b>              | means a student enrolled at the School pursuant to a CAAW letter.                                                                                                                                                                                                                                               |
| <b>School</b>                        | means Geelong Grammar School.                                                                                                                                                                                                                                                                                   |
| <b>VRQA</b>                          | means Victorian Registration and Qualifications Authority                                                                                                                                                                                                                                                       |
| <b>WWCC</b>                          | means Working with Children Check.                                                                                                                                                                                                                                                                              |

## 7. Review and Circulation

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|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsible Department</b>  | <input checked="" type="checkbox"/> Safeguarding and Legal Services                                                                                                                           |
| <b>Version</b>                 | 3                                                                                                                                                                                             |
| <b>Approved by</b>             | <input checked="" type="checkbox"/> Executive Director   Safeguarding and Legal Services                                                                                                      |
| <b>Effective Date</b>          | 4 July 2023                                                                                                                                                                                   |
| <b>Most Recent Review Date</b> | 13 March 2025                                                                                                                                                                                 |
| <b>Next Review Date</b>        | 13 March 2027                                                                                                                                                                                 |
| <b>Location</b>                | <input type="checkbox"/> School wide <input type="checkbox"/> Bostock <input checked="" type="checkbox"/> Corio <input checked="" type="checkbox"/> Timbertop <input type="checkbox"/> Toorak |
| <b>Audience</b>                | <input checked="" type="checkbox"/> School Community <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> School Employees                             |