

## Homestay Policy

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### 1. Scope

This policy is applicable to International students enrolled at The Geelong College (the school).

### 2. Purpose

The purpose of the policy is to advise Full Fee-Paying Overseas Students of the requirements regarding Homestay at The Geelong College.

### 3. Homestay Provider

The Geelong College outsources all homestays to a third party and has partnered with the Australian Homestay Network (AHN) to help find host families for our international students who require a homestay. Selection of AHN was based on recommendations from other schools, referee checks and initial meeting to discuss services offered. Their policies and procedures were verified by the Director Community Relations and kept on file. These include:

- a. Hosting U18 Rules
- b. Host Selection criteria
- c. Host Information Rules
- d. Host Inspection Check list (6 monthly inspections)

The Director meets with AHN at their office prior to Labour Day Weekend each year and as part of this process:

- a. Checks WWCC for Key AHN staff (copies kept on the College Database)
- b. Conducts Child Safe training (via CompliSpace)

### 4. Homestay Requirements

Typically, homestays are only required when:

- a. The boarding houses are closed for long weekends or exeat
- b. Or during the Term 1, 2 or 3 holiday breaks

### 5. Process for Homestay application

An email will be sent by the Admissions team to the Heads of Boarding 4 weeks out before a long weekend to find out who requires a homestay. This is recorded online on the College portal under [Boarders Leave \(homestay\)](#).

- a. Information includes Student ID number, Year level and dates when accommodation is needed
- b. International Student Coordinator registers these student names online with AHN <https://au.homestaynetwork.org/>
- c. AHN issue invoices for each student. The International Student Coordinator passes this to the Accounts Department to pay and debited to the parents' fee statement. At the start of each year there is an annual placement administration fee of \$350 in addition to the \$65 daily charge
- d. Once AHN is paid AHN sends the homestay details for each student to be entered into the College portal under Boarders Leave

- e. The International Coordinator notifies the students and copies in the Heads of Boarding
- f. The International Coordinator requests transport using the "Book a Bus" tab on the staff portal. Once the addresses are known details are to be put into a spreadsheet and sent to the Bus Coordinator
- g. The Heads of Boarding need to enter on the Homestay form any medical conditions and dietary restrictions which the International Coordinator can pass onto the host family
- h. Home checks (6 monthly) of the host families are then carried out by the Director of Community Relations checking compliance with the homestay standards. During this visit they will request to see Working with Children certificates with the numbers recorded on the online Homestay page. Emergency contact details of College staff are provided at this time
- i. At the end of the Homestay the International Coordinator asks for feedback from the students & host families about their homestay experience.

## 6. Expected Homestay Responsibilities

- a. The Homestay Parent will provide a safe, secure, private bedroom for the students' sole use and suitable facilities including a desk, a chair and adequate lighting for study purposes
- b. The Homestay Parent will ensure there is access to kitchen, living areas, laundry facilities and shared areas of the home
- c. The Homestay Parent will provide the student with any keys, alarms or passwords required to have reasonable free access to the homestay residence
- d. Clean bed linen and towels will be provided by the Homestay Parent, but the student will be expected to make their own bed
- e. The Homestay Parent must advise the Heads of Boarding of any serious medical matter or incident
- f. The student's breakfast, lunch and evening meal will be provided and also snack foods between meals (as required)
- g. The Homestay Parent will provide an environment that will encourage students to experience life as a member of the family and, where suitable, include students in family related activities
- h. The Homestay Parent will grant full access to all areas of the host home to the Geelong College representative at the time of a site visit

## 7. Student Responsibilities

- a. The International Student Coordinator will brief the international students as to their responsibilities
- b. The student is expected to keep his or her own room clean and tidy. Meals are not to be eaten in their room
- c. For longer stays (term breaks) - If a student wishes to go out in the evening or on the weekend, this must be in agreement with the Homestay Parent. The Homestay Parent must be informed of where the student is going, and return times agreed upon in accordance with the wishes of the student's parents
- d. If the student will not be at home for any meal, the Homestay Parent must be notified in advance.

## 8. Homestay Checks

All House checks are undertaken by the Director Community Relations. AHN matches families to The Geelong College student requirements which includes family background and interests. Through AHN the Director arranges a time for a house visit and check. Prior to the home visit the Director emails information on the College Child Safe requirements including processes for reporting child abuse. The Director sites and takes photo of the WWCC along with a copy of their Drivers licence for all persons over the age of 18 who will be staying in the house. These are kept on file.

An inspection of the house is undertaken using following check list:

- a. Good quality accommodation in a stable environment
- b. Clean and tidy home with fire alarm installed
- c. Private bedroom with access internally and part of the family home
- d. Access to the home if security system installed
- e. Lockable doors to bedroom, bathroom and toilet
- f. A good quality bed and bedding
- g. Study desk with comfortable chair and lighting
- h. Wardrobe free of family belongings
- i. Drawer space (can be incorporated within the wardrobe)
- j. Heater or fan (depending on climate/season)
- k. Bathroom and toilet facilities close to the bedroom
- l. Laundry facilities
- m. Access to telephone
- n. Access to internet facilities
- o. No intimidating pets

The Director will have a meeting with the family at the time of the visit and ask questions to ensure that they are suitable hosts to ensure a positive homestay experience for our students. He will also conduct a training process with the hosts to ensure that they have a full understanding of the College Child Safe practices to ensure child safety and the Colleges processes for reporting child abuse.

In addition, the Director of Advancement & Community Relations provides the host family with the following information:

- a. Emergency contact details for The Geelong College
- b. Contact details of the parents of the student
- c. Estimated time of arrival and collection (bus driver mobile)
- d. Medical & Dietary information
- e. Student profile – background information

Training and house check process all documented on Geelong College Homestay Management System.

## 9. Feedback

Post the weekend homestay the Director follows up with both the students and home stay families. Comments entered onto the Geelong College Homestay management system.

## **Related Documents**

[Accommodation and Welfare for FFPOS Policy](#)

[Home Stay Checklist](#)

[Boarding house Checklist](#)