

# **1. Accommodation and Welfare for FFPOS Policy**

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## **Statement of Commitment to Child Safety**

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. The Geelong College recognises that in order to achieve a child safe environment at the College which meets students' intellectual, physical, social, emotional and moral needs, students need to be involved in the creation and maintenance of such an environment.

We are committed to taking a preventative and proactive approach to providing a child safe environment where children and young people are safe and feel safe; they are empowered to use their voices when decisions are being made that affect their safety. We are also committed to providing simple and accessible processes to assist all children to identify and communicate when they do not feel safe. Particularly, this includes those who are Aboriginal and Torres Strait Islander, from culturally diverse backgrounds and those with a disability.

We are clear about our behavioural expectations of every person in our community and are committed to having a shared understanding of and responsibility for child safety. All staff are expected to uphold a culture that protects children from all forms of harm.

## **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 accommodation and welfare whilst at The Geelong College.

## **3. Principles**

Where The Geelong College has issued a CAAW letter accepting the responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18, the College will not delegate, outsource or contract out that responsibility.

All FFPOS students are required to have a Geelong College approved Local Support Person. If parents are unable to appoint one, or the parent appointed Local Support Person does not meet the necessary criteria, The Geelong College will recommend the services of a third-party provider (ISA – Student Advocates)

## **4. Child Safe Practices – Induction & Training**

The following stakeholders must be made aware of the measures the school has taken to ensure child safety and how to use the school processes for reporting child abuse:

- a. Homestay company staff
- b. Homestay Providers
- c. Local Support Person company
- d. Local Support Persons
- e. Visitors to the boarding houses
- f. Third party education providers

The above stakeholders have profiles created by The Geelong College where their WWCC is sited and each stakeholder is sent child safe policies & procedures from the College Risk Management Platform Complispace.

## **5. Appointment of Local Support Person**

Local Support Persons are employed by ISA. The Geelong College conducts its own vetting process with each Local Support Person:

- a.** Current Working With Children Check (and drivers licence sighted)
- b.** Personal interview process
- c.** Personal reference checking - previous employment or volunteer program
- d.** Training in Geelong College Child Safe Standards and Code of Conduct
- e.** Ongoing auditing of performance of home stay hosts and third parties - via student feedback, interaction with school staff and feedback from parents

## **6. Expectations of Local Support Person**

Local Support Persons are expected to:

- a.** Attend teacher interviews to discuss the student's progress, including appointments regarding subject selection and career planning
- b.** Immediately notify the International Student Coordinator of any problems that need to be resolved
- c.** Provide a translated copy of school reports to the student's parents (if requested)
- d.** Support parents with any questions regarding payment of school fees
- e.** Attend meetings with the Head of Middle or Senior School, the International Student Coordinator, Head of House or other relevant staff, as required
- f.** Coordinate private tuition e.g. music lessons for students as required
- g.** Maintain regular contact with student's parents and/or agent
- h.** Maintain regular contact with the student (minimum contact requirement is once every 14 days by telephone or personal contact). Face to face contact should occur once per 21 days
- i.** Support the parents in their absence in all matters concerning the student's welfare
- j.** Arrange for any necessary medical attention where a signature or Parent/Guardian consent is required. (liaise with the School Nurse)
- k.** Checking that student arrives safely to their respective boarding house at the beginning of each term
- l.** Be the main contact for 'Caremonkey' to authorise excursions & update medical information
- m.** Sign all documents on behalf of parents
- n.** Ensure that the student holds a valid passport for the duration of their enrolment and arrange renewal 6 months before expiration of passport. Notify International Student Coordinator with new passport details

## **7. Accommodation Options**

FFPOS studying with The Geelong College only have one accommodation option, which is to stay in one of the College Boarding Houses. The only exception is approved Homestay during long weekends or Term breaks.

The Geelong College offers an excellent Boarding Program from Year 7 to Year 12.

Boarding students must return home during each holiday period or alternatively stay in homestay accommodation. They may also stay with family members as long as this arrangement is approved by the parents and College.

## **8. Homestay**

The College has a third-party arrangement with the Australian Homestay Network (AHN) to source homestay families in Melbourne upon request. Once families have been allocated, the Director Community Relations arranges a home visit to check:

- a. the suitability of the host family
- b. undertake a house check (6 Monthly)
- c. provide training in the College Child Safe Practices and College processes for reporting child abuse
- d. sighting WWCC's of all people over 18 years of age staying in the house
- e. proof of personal identity and references

All information and emergency contacts are recorded electronically on the staff portal for 24/7 access by Heads of boarding and the International Student Coordinator.

For homestay arrangements on exeat weekends any fees incurred are debited on the parent's fee statement.

## **9. Termination, Suspension or Cancellation of Enrolment**

In the case of termination, suspension or cancellation of enrolment, the student must reside in The Geelong College Boarding House until the enrolment status of the student is finalised. The College will continue to approve the welfare arrangements until any of the following applies:

- a. the student has alternative welfare arrangements approved by another registered provider
- b. care of the student by a parent or nominated relative is approved by immigration. (The Admissions Manager will advise Immigration within 24 hours of notification.)
- c. the student leaves Australia
- d. the College has notified immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements
- e. When a student enrolment is terminated, suspended or cancelled, The Geelong College will notify the parent and education agent in writing of the revised enrolment status

## **10. Approved Welfare Arrangements by Another Registered Provider**

Where a student under 18 years of age has welfare arrangements approved by another registered provider, the school must:

- a. Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap
- b. 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 arrangement takes effect.

If The Geelong College is no longer able to approve the welfare arrangements of a student, the registered provider must make all reasonable efforts to ensure that the student's parents or legal guardians are notified immediately.

If The Geelong College is unable to contact a student and has concerns for the student's welfare, the school must make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as practicable.

### **Review**

The Geelong College will ensure continued compliance with the Standard 5 of the National Code, annually.

### **Related Documents**

[Boarding Checklist](#)

[Homestay Checklist](#)

[Homestay Policy](#)