



# GEELONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAM Accommodation Policy

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## 1. Purpose and Scope

- 1.1 The purpose this Policy is to provide guidelines to the School's provision of accommodation to Overseas Students and to ensure compliance with legislative and regulatory obligations.
- 1.2 This Policy applies to students enrolled at the School pursuant to subclass 500 visas.

## 2. Student Safeguarding

- 2.1 The School is committed to zero tolerance of child abuse, and has policies and procedures to assist with implementation of the Child Safe Standards.
- 2.2 Overseas Students are recognised as potentially having particular vulnerabilities due to their culturally and linguistically diverse background. The School has procedures and risk mitigation strategies to assist in addressing these vulnerabilities, which are provided for in the Student Safeguarding Risk Management Strategy and Risk Register.

## 3. Background

- 3.1 The School has obligations to its Overseas Students under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code) and the VRQA Guidelines for Enrolment of Overseas Students aged under 18 years.
- 3.2 The School has risk management strategies to identify, assess and mitigate risk in the boarding services and strategies to embed a culture of student safeguarding safety in the boarding services.
- 3.3 The School has risk management procedures to identify, assess and mitigation risk in homestay accommodation. The School conducts stringent safeguarding screening of homestay families, which are outlined in the Homestay Provider Policy and Homestay Provider Responsibility Agreement.

## 4. Responsibilities

- 4.1 The Executive Director | Safeguarding and Legal Services is responsible for approval of this Policy and associated homestay policies and procedures.
- 4.2 The Overseas Student Manager is responsible for approving the criteria, selection and monitoring of homestay accommodation services.
- 4.3 The Admissions Manager is responsible for ensuring this Policy and the associated Homestay Provider Policy, Homestay Provider Nomination Form and Homestay Responsibility Agreement is communicated to Overseas Students upon enrolment.
- 4.4 The Admissions Manager is responsible for ensuring all required documentation for Overseas Students is prepared, including CAAW Letters accepting responsibility for accommodation and welfare arrangements for Overseas Students.
- 4.5 The Vice Principal | Residential Education, Care and Community, Head of Timbertop, Heads of Senior School, Head of Middle School, Heads of House and Heads of Unit are responsible for oversight of the day to day care and welfare of all students residing in the Boarding Services.
- 4.6 The Vice Principal | Residential Education, Care and Community is responsible for the pastoral care of Overseas Students. The Overseas Student Manager works with this Vice Principal to ensure that all Overseas Students participate in an orientation program, are provided with the Student Safety Card with relevant contact numbers, and have access to support services to assist with their adjustment to life at the School.
- 4.7 The Student Safeguarding and Risk Officer conducts a Risk Assessment of the Boarding Services every six months to inform a report to the Audit, Finance and Risk Committee, a sub-committee of the School Council.

## 5. Commitment

- 5.1 The School commits that:
  - 5.1.1 all student accommodation arrangements will meet the School's duty of care obligations pursuant to CAAW responsibilities to Overseas Students under 18 years.
  - 5.1.2 the Boarding Services will provide appropriate accommodation for younger Overseas Students and the Boarding Services will meet the Australian Boarding Standard for Australian Schools and Residences AS 5725:2015 as an effective practice guide. The School will conduct twice annual Boarding Services Risk Assessments or whenever an incident requires earlier review.
  - 5.1.3 it will not delegate, outsource or contract out the responsibility for verifying and approving accommodation and providing support and general welfare arrangements for students who are under 18 years old.
  - 5.1.4 it will request documentation from an Overseas Student to verify that they will be at least 13 years old before entering into an agreement or arrangement for provision of homestay accommodation to an Overseas Student.
  - 5.1.5 Overseas Students aged under the age of 13 must reside with their parents or a DHA approved guardian when not in boarding accommodation, and that Overseas Student's parents/DHA approved guardian must be a citizen, permanent resident or have a visa which enables them to remain in Australia for the duration of their child's enrolment at the School. A parent or a DHA



approved guardian must always be in Victoria while the Overseas Student is at the School, and available to pick up the Overseas Student at short notice in the event of illness or injury.

**6. Homestay Providers**

- 6.1 The School remains at all times responsible for the welfare and accommodation arrangements for Overseas Students while in Australia and not under the care of a parent.
- 6.2 The Overseas Student may nominate a Homestay Provider they would seek the School to approve, who assists the School with accommodation when the Overseas Student is not residing at the School. If the Overseas Student is not able to nominate a Homestay Provider for approval, the School must appoint a Homestay Provider.
- 6.3 Approved Homestay Providers must comply with the Homestay Provider Policy and sign the Homestay Responsibility Agreement.
- 6.4 The Homestay Responsibility Agreement sets out the Homestay Provider’s responsibilities and contains emergency contact information for the School, Overseas Student Manager and family of the Overseas Student.
- 6.5 Homestay Providers will be required to provide a valid WWCC and a National Police Check (valid within three months of the date of request) for all adults residing at the address. 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.
- 6.6 The School ensures that Overseas Students who are over 18 obtain a WWCC if they will be staying in a homestay with a younger student.
- 6.7 Homestay Providers will be required to seek a Student Safeguarding Statement from two referees prior to their engagement, to ensure it is appropriate that they engage in child connected work.
- 6.8 Homestay Providers will be required to read the School’s Student Safeguarding Policy and sign the Student Safeguarding Code of Conduct upon their engagement, annually, during a residential inspection and otherwise when an amendment has been made to the document.
- 6.9 Homestay Providers are expected to assist the School with accommodation and welfare needs of the Overseas Student, and have an involvement with the Overseas Student’s journey at the School.
- 6.10 Homestay Providers are monitored on a regular basis to ensure they are meeting the needs and requirements of the School as outlined in the Homestay Responsibility Agreement and Homestay Provider Residential Check.
- 6.11 Overseas Students will be charged an annual administration fee being the costs of twice-yearly homestay accommodation approval, as outlined in the Homestay Provider Policy.
- 6.12 Homestay Providers are required to provide their valid Working with Children Check and personal identification at each homestay accommodation inspection (such as a driver’s licence) as requested by the School Employee conducting the inspection.
- 6.13 The School must inform the DHA and PRISMS of any changes to accommodation arrangements.

**7. Associated Documents**

- 7.1 Student Safeguarding Policy;
- 7.2 Student Safeguarding Code of Conduct;
- 7.3 Student Safeguarding Risk Management Strategy;
- 7.4 Enrolment Policy;
- 7.5 Homestay Provider Policy;
- 7.6 Homestay Provider Application Form;
- 7.7 Homestay Responsibility Agreement; and
- 7.8 Homestay Provider Residential Check.

**8. Definitions**

<b>Boarding Services</b>	means boarding house accommodation at the School’s Corio Campus, and unit accommodation at the Timbertop Campus.
<b>CAAW</b>	means Confirmation of Appropriate Accommodation and Welfare
<b>DHA</b>	means Department of Home Affairs
<b>PRISMS</b>	means Provider Registration and International Student Management System, the DHA immigration platform used to record student visa information
<b>the School</b>	means Geelong Grammar School, including its registered Boarding Services
<b>School Employee</b>	for the purposes of this Policy means an employee, third party contractor or volunteer

**9. Review and Circulation**

<b>Responsible Department</b>	<input checked="" type="checkbox"/> Safeguarding and Legal Services
<b>Version</b>	4
<b>Approved by</b>	<input checked="" type="checkbox"/> Executive Director, Safeguarding and Legal Services



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