



**FIRBANK GRAMMAR SCHOOL PROCEDURES FOR:  
Standard 5-Younger Overseas Students Accommodation**

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**APPROVAL PROCESS FOR HOMESTAY ACCOMMODATION**

Firbank is responsible for the welfare and accommodation of students who have been issued a CAAW letter. This means that Firbank has the responsibility for approving their accommodation, support and general welfare arrangements.

The following process will apply to both long-term and short-term homestay accommodation.

Firbank International Operations Department will source potential accommodation through a variety of methods, including the following:

- Firbank Boarding House
- Families that approach Firbank to offer their services as a Homestay
- Homestay companies - see Firbank's Third-Party Provider policy

For off campus accommodation the following will occur:

- A member of the International Operations Department (the International Relations Manager) will make an appointment to visit the potential accommodation site
- Two members of the International Operations department will conduct this visit (the International Student Co-ordinator and the International Relations Manager)
- An inspection of the site will be made (generally by the International Student Co-ordinator and the International Relations Manager) and the Firbank Homestay checklist will be completed.
- If the site is deemed suitable for homestay accommodation the homestay hosts will be interviewed and the following information will need to be collected and verified:
  - ⇒ Working with Children Checks for every person 18 years and over residing in the house (a photo of the WWC cards need to be taken)
  - ⇒ Proof of Personal Identity for the homestay hosts (household bills, drivers' licence can be used as evidence-photos to be taken of relevant documents)
  - ⇒ Personal history of work involving children
  - ⇒ References that address the person's suitability for working with children
- When all this information has been provided. The expectations of a homestay host will be discussed with the potential homestay hosts. (See Firbank Homestay Agreement)
- Potential homestay hosts will be asked to read:
  - ⇒ Firbank's Child Protection & Safety Policy
  - ⇒ Firbank's Child Safety Code of Conduct
- Potential homestay hosts will be asked to complete the Department's Mandatory Reporting and Other Obligations online module. Evidence of completion needs to be provided to Firbank.  
'Training: Protecting Children': <http://www.elearn.com.au/det/protectingchildren/external/>

Once all evidence has been provided and checked by the International Student Co-ordinator, and the accommodation and homestay hosts are deemed to be suitable then they will be invited to Firbank to sign the Firbank Homestay Agreement.



When a Firbank student is accommodated in a homestay the homestay host will be provided with emergency contact details for both the school and the parents of the student.

### **BOARDING HOUSE ACCOMMODATION**

Process for placing students in boarding accommodation appropriate to their age and needs

At the beginning of each semester, the Head of Boarding allocates students to rooms. Consultation with the International Student Co-ordinator and Admissions Department (if a new boarder has enrolled) takes place to identify any special requirements or requests of the students.

All Year 12 students are allocated their own room on the top floor of the Boarding House. Students in Years 7-11 are placed in twin rooms. As far as possible the students are matched according to age and needs.

### **Child safe management of Boarding House**

The Head of Boarding will maintain a document that maps current Boarding House practice against the Australian Standards Association (ASA) Standard AS 5725:2015 Boarding Standards for Australian Schools and Residences.

The Head of Boarding with the HR department will be responsible for the verification and recording of the following information relating to all Boarding House staff, including contractors provided by third-party contractors (including caterers and cleaners):

- Working with Children Checks - number and or photo of the card to be recorded
- Proof of Personal Identity
- The person's history of work involving children
- References that address the person's suitability for the job and working with children

All of the above personnel will be required to read:

- ⇒ Firbank's Child Protection & Safety Policy
- ⇒ Firbank's Child Safety Code of Conduct

and complete:

- ⇒ the Department's Mandatory Reporting and Other Obligations online module. Evidence of completion needs to be provided to Firbank.

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### **ONGOING MONITORING OF HOMESTAY AND BOARDING HOUSE ACCOMMODATION**

Once homestay accommodation visits have been approved and our students accommodated, the following procedures must occur:

- members of the International Operations department will conduct homestay/Boarding House visits in Term 1 and Term 3 or 4 of each year
- in Term 2, the International Student Co-ordinator will organise for homestay students and boarders to complete an International Student Homestay Feedback form
- International Student Co-ordinator will meet with homestay students and boarders to review appropriateness of their accommodation every 6 months



## PROCESS FOR STUDENTS APPLYING FOR HOMESTAY ACCOMMODATION

The School will maintain a list of homestay hosts who are approved and known to be reliable and supportive of our students. See above for the process of approving this accommodation.

Students will not be allowed to move into accommodation without Firbank's approval.

Upon enrolment, if a student on a CAAW requests homestay accommodation the following will occur:

- The Admissions Department will send a Homestay Application Form to the student's family - often via the agent
- The completed form will be returned to the International Student Co-ordinator
- The International Student Co-ordinator will check the list of approved and available homestay hosts and forward the contact details of potential homestay hosts to the parents/agent of the student
- The parents or agent will visit the potential homestay host
- If the parents' application is for an alternative homestay option then Firbank will need to implement its approval process as outlined above
- When a suitable homestay host is found by the parents/agent they should inform the School

If the student needs to change their homestay accommodation for any reason, the International Student Co-ordinator must be notified in writing prior to any change. Assistance will be given with finding suitable alternative homestay accommodation.

## RECORD KEEPING

The International Relations Manager will store all evidence and information relating to:

- Homestay accommodation
- Boarding House accommodation
- Student Surveys and interviews

as hard copies in a folder on their desk and digitally on the International Operations CAAW spreadsheet.