



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

Firbank Grammar School enrolls overseas students under 18 years of age. It is the School's policy to ensure continuous compliance with Commonwealth and state or territory legislation and regulatory requirements, and common law requirements relating to child welfare, child protection and student duty of care requirements as they apply to our overseas students. To ensure students have adequate and compliant welfare arrangements Firbank has developed policies and procedures that are provided to parents, agents and advocates prior to formal enrolment.

Firbank is responsible for the welfare and accommodation of students who have been issued a CAAW letter. The following policies specifically cover welfare and accommodation:

- Standard 5: Younger Overseas Students Accommodation
- Standard 5: Younger Overseas Students- Third-Party Providers

STUDENTS UNDER THE AGE OF 13

In line with VRQA guidelines, Firbank will only accept students under the age of 13 if they are accommodated in the Boarding House or will be living with a parent.

Information is provided on Firbank's website. Firbank's Overseas Student Handbook and enrolment pack are provided to students when they are interviewed.

AGE AND CULTURALLY APPROPRIATE INFORMATION

The School must ensure that overseas students under 18 years of age are given age-and-culturally appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the school;
- seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse;

The emergency contact information, as well as information on how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse, is provided to our overseas students in an age and culturally appropriate way in our:

- Induction sessions
- information packages given to all students on arrival as part of the induction process
- individual meetings with the International Student co-ordinator and/or Head of Boarding

STUDENT SAFETY CARDS

Firbank provides overseas students under 18 with a Student Safety Card which includes:

- for any student on a CAAW letter in homestay accommodation, the homestay accommodation host's address, home telephone number and mobile numbers
- Firbank's details, including 24/7 contact details
- general emergency contact information
- a statement that Firbank Grammar School is regulated by the Victorian Regulations and Qualifications Authority (VRQA). Students can contact VRQA at www.vrqa.vic.gov.au

STUDENT ACCOMMODATION



Where the School takes responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the School:

- nominates the dates for which the School accepts responsibility for approving accommodation, support and general welfare arrangements and advises the Department of Home Affairs of the dates in the form required
- ensures any adults involved in, or providing, accommodation and welfare arrangements to the student have appropriate
- Working with Children Check clearances in accordance with Firbank's Child Protection and Safety policy
- implements documented processes for verifying that the student's accommodation is appropriate to the student's age and needs, in accordance with our Younger Overseas Students - Accommodation Policy.
- Includes, as part of the School's Overseas Students Critical Incident Response Policy, a process for managing emergency situation and when welfare arrangements are disrupted for students under 18 years of age
- maintains up to date records of the student's contact details, including the contact details of the parent(s), guardians(s), or any approved adult responsible for the student's welfare
- advises the Department of Home Affairs, in the form required by the department
- ⇒ As soon as practicable if the student will be cared for by a parent or nominated relative approved by the Department of Home Affairs and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required
- ⇒ within 24 hours if the School is no longer able to approve the students' welfare arrangements
- has documented policies and processes for selecting, screening and monitoring any third parties engaged by the School to organise and assess welfare and accommodation arrangements. Refer to our
- ⇒ Standard 5: Younger Overseas Students Accommodation
- ⇒ Standard 5: Younger Overseas Students- Third-Party Providers

COMPLIANCE WITH CHILD SAFE STANDARDS

The Child Wellbeing and Safety Act 2006 requires that we comply with Child Safe Standards.

For all students that have been issued a CAAW letter, Firbank must ensure that all adults who provide overseas student accommodation or welfare arrangements or work in our Boarding House must do the following:

- provide Firbank with:
 - ⇒ current Working with Children (WWC) cards for all members of the household who are over the age of 18
 - ⇒ proof of personal identity as evidence that they reside in the house
 - ⇒ references relating to their suitability for working with children
 - ⇒ evidence of any history of work involving children
- read, understand and comply with Firbank's
 - ⇒ Child Protection & Safety Policy
 - ⇒ Child Safety Code of Conduct
- 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/>



Firbank must record, check and verify all of the above information.

FIRBANK BOARDING HOUSE

Students under the age of 18 on a CAAW can elect to live in Firbank's Boarding accommodation. Facilities and accommodation at the Boarding House will be assessed and monitored in the same way as homestay accommodation.

After School hours, students in the Boarding House are supervised at all times. There is always minimum of 2 supervisors on overnight and on weekends.

The Boarding House is managed by the:

- Head of Boarding

Support staff include:

- Health Centre Manager
- School Psychologist
- Supervisors

WELFARE ARRANGEMENTS APPROVED BY THE DEPARTMENT OF HOME AFFAIRS

If an overseas student enrolled at the School is under the age of 18, a parent, legal guardian or eligible relative can be nominated to take responsibility for the overseas student's accommodation and welfare arrangements.

The parent, legal guardian, or eligible relative must have an appropriate visa or have applied for a Student Guardian visa (subclass 590).

An eligible relative can be:

- a parent, spouse, de facto partner, brother, sister, step-parent, stepbrother, stepsister, grandparent, aunt, uncle, niece or nephew, or step-grandparent, step-aunt, step-uncle, stepniece or step-nephew; and
- nominated by the parent of the applicant or a person who has custody of the applicant, and must be:
- aged at least 21; and
- of good character, and shows this by providing Police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
- an Australian citizen, permanent resident or is eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

The School is not obliged to follow up where a nominated guardian has been approved by the Department of Home Affairs. However, the School will contact the Department of Home Affairs and the Victorian Registration Qualifications Authority (VRQA) if they become aware that the overseas student is not being appropriately cared for.

RESPONSIBILITIES OF FIRBANK

Students for whom the School provides a Confirmation of Appropriate Accommodation and Welfare Letter (CAAW) remain the responsibility of the School for the duration of the period on the CAAW letter.

Changes to students' accommodation are managed by Firbank's International Student Co-ordinator. Evidence that the parents are aware of a proposed change is required. If a student does not comply, they are in breach of student visa condition 8532 and their visa may be subject to cancellation

Firbank will ensure that the students are given age and culturally appropriate information on who to contact in the School if they are unhappy with their accommodation arrangements.



Homestay accommodation will be checked thoroughly prior to the accommodation being approved and at least every 6 months after that.

Firbank will advise immigration, and the student's parents and local support person of any changes made to the care arrangements for students within 24 hours or sooner.

In the case of a critical incident the responsible adult/s will contact the police and/or other State and Commonwealth agencies as appropriate.

SUSPENSION OR CANCELLATION OF STUDENTS ENROLMENT

If Firbank suspends or cancels the enrolment of an underage student, it must continue to check the suitability of arrangements for that student until:

1. The student is accepted by another registered provider and that provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements
2. The student leaves Australia
3. Other suitable arrangements are made that satisfy the Migration Regulations or
4. the Registered provider reports that it can no longer approve of the arrangements for the student.

Link to DHA Under 18 requirements: <https://www.homeaffairs.gov.au/visas/supporting/Pages/skilled/documents-for-dependents-under-18.aspx>

<https://www.homeaffairs.gov.au/trav/stud/more/welfare-arrangements-under18>

Consent to grant an Australian visa to a child under the age of 18 years form:

<https://www.homeaffairs.gov.au/Forms/Documents/1229.pdf>

RELATED DOCUMENTS:

- Standard 5: Younger Overseas Students Accommodation Policy
- Standard 5: Younger Overseas Students- Third-Party Providers Policy
- Homestay host agreement
- Homestay accommodation checklist
- International Student Homestay Feedback on Homestay host