



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

Firbank is responsible for the accommodation, support and general welfare for students who have been issued a CAAW letter. Firbank does not delegate responsibility for the approval of homestay accommodation or support and welfare for its CAAW students.

Firbank uses the following third-party providers to:

- assist with sourcing homestay accommodation
- provide additional support, such as Local Support Persons

Students may use the following third-party providers:

- external tutors
- education providers (such as VSL)

SELECTING COMPANIES TO PROVIDE ASSISTANCE WITH HOMESTAY AND ADDITIONAL SUPPORT

When selecting third parties to source homestay accommodation or provide welfare support the School will do the following:

- Research the background of the company to ensure that a provider possesses the commitment, motivation and capability to extend the support that will ensure an overseas student's successful integration into the Australia education system and the School
- Conduct meetings with each company to discuss Firbank's requirements in relation to its students
- Provide information to the companies and require them to ask their employees to do the following:
 - ⇒ Read and comply with Firbank's Child Protection and Safety Policy
 - ⇒ Read and comply with Firbank's Child Safety Code of Conduct
 - ⇒ Complete an online Child Safety Training module and provide evidence of its completion to Firbank
 - ⇒ Understand their legal obligations with respect to reporting child abuse
 - ⇒ Direct any child safety concerns to Firbank's International Student Co-ordinator
- Collect from the company the following information about its employees:
 - ⇒ Working with Children Checks
 - ⇒ proof of personal identity
 - ⇒ the employee's history of work involving children
 - ⇒ references that address the employee's suitability for the job and working with children
- If the company is deemed suitable then the company will be asked to sign an agreement (Homestay Provider Agreement & Welfare Support Service Agreement) and abide by its conditions.

SCREENING

For all third-party providers, including homestay hosts, Local Support Persons, external tutors and education providers, the School gathers, verifies and records:

- Working with Children Checks for all adults involved



- proof of personal identity
- the providers history of work involving children
- references that address the employee's suitability for the job and working with children

The School requires that they:

- 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/>

The School also carefully matches the student to a compatible homestay family and local support person to ensure that cultural and religious backgrounds are appropriate and sufficiently compatible.

Once all of the above requirements are met and the third party (homestay host or Local Support Person) is deemed to be suitable then an agreement with the School will be signed.

MONITORING & TRAINING

When selecting third parties to assist with the organisation and assessment of welfare and accommodation arrangements, the School:

- conducts regular site inspections of the accommodation during the overseas student's stay
- monitors the overall wellbeing and welfare of the overseas student
- monitors the family offering welfare and accommodation
- surveys the students
- visits external education providers and tutors
- provides ongoing training in Child Safety and Mandatory reporting