

**FIRBANK GRAMMAR SCHOOL PROCEDURES 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

The International Student Co-ordinator is responsible for monitoring the performance of homestay companies. If it is necessary to find a new company to help Firbank source homestay accommodation, then research on potential companies should occur. This may involve searching websites and marketing information, contacting other schools to ask for references or asking the opinions of homestay providers.

The International Student Co-ordinator will then schedule a meeting with the homestay company. The Director of International Operations and International Relations Manager should attend this meeting. At this meeting the company will be provided with information on:

- Firbank's Child Protection and Safety Policy
- Firbank's Child Safety Code of Conduct
- The Mandatory Reporting and Other Obligations online module that all staff are expected to complete.

Before an agreement will be signed, the company will be asked to provide 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

The company's employees will need to provide completion certificates for the Child Safety Training module.

If the company is assessed as suitable, the above information will be checked and verified then stored as hard copies in a folder on the International Relations Manager's desk and digitally on the International Operations CAAW spreadsheet.

The company will then be asked to sign an agreement with Firbank. This agreement will be stored as a hard copy in a folder on the Director of International Operations desk and digitally in a shared folder in One Drive,

The Homestay company will then be asked to provide potential homestay hosts to the International Student Co-ordinator who will then follow the approval procedures as set out in the Younger Overseas Students Accommodation Procedures document.

SELECTING COMPANIES TO ASSIST WITH PROVIDING ADDITIONAL SUPPORT TO OVERSEAS STUDENTS

The International Student Co-ordinator is responsible for monitoring the performance of Local Support Persons. Currently Firbank has an agreement with ISA – Student Care & Welfare Services to offer extra support to overseas students.

All Local Support Persons recommended by ISA for our overseas students need to be approved by Firbank prior to their commencement as a Local Support Person.

The International Relations Manager must gather, verify and record the following information from ISA about potential Local Support Persons:

- Working with Children Checks for all adults involved in the provision of the accommodation and welfare
- 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 International Student Co-ordinator must meet with any potential Local Support Persons to discuss Firbank's expectations, assess their suitability and to provide the following:

- Firbank's Child Protection & Safety Policy
- Firbank's Child Safety Code of Conduct
- The link to the Child Safety Training

Evidence of completion of the training must be collected and recorded.

If the potential Local Support Person is deemed to be suitable then a Local Support Person's agreement which outlines Firbank's expectations will be signed.

ONGOING MONITORING OF LOCAL SUPPORT PERSONS

Firbank's International Student Co-ordinator will do the following:

- Meet regularly with Local Support Persons
- Inform Local Support Persons of important school dates such as term dates, Parent-Teacher interviews, excursions and camps
- Provide the Local Support Person with school reports and camp and excursion information so that they can be translated for the parents
- Keep the Local Support Person informed of the student's progress
- Collect feedback from students regarding the effectiveness of their Local Support Person
- Provide annual training on child safety and mandatory reporting

THIRD PARTY EDUCATION PROVIDERS

International students often want to access tutoring outside of school hours. Students will be asked to complete an Overseas Students - Tutoring Outside of School Hours form at the beginning of the year to indicate their intentions to engage a tutor or attend a tutoring service outside of school hours. Students will be told that they are not allowed to attend tutoring sessions unless they have been approved by Firbank.

The International Student Co-ordinator will collect this information and provide it to the International Operations Assistant who will conduct the necessary compliance checks by making contact with the tutor/tutoring company and organising a time to visit.

The International Operations Assistant must gather, verify and record the following information from all external tutors or teachers at education providers:

- Working with Children Checks for all adults involved in the provision of the accommodation and welfare
- 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

They must also provide the external tutors or teachers at education providers with:

- Firbank's Child Protection & Safety Policy
- Firbank's Child Safety Code of Conduct
- The link to the Child Safety Training

Evidence of completion of the training must be collected and recorded.

Evidence of the above is to recorded digitally on the share drive on the Students on a CAAW spreadsheet.

ONGOING MONITORING OF THIRD-PARTY EDUCATION PROVIDERS

International students will be required to inform the International Student Co-ordinator if they intend to use a tutoring service at any time during the year. The above processes will be implemented.