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<b>Documents:</b>	Guardianship Agreement Homestay Host Agreement Homestay Checklist Homestay placement register		
<b>References:</b>	SA Government Website on Rental/Lease/Boarding house guidelines SA Government Website on Student Hosting guidelines		
<b>Relevant Standards:</b>	ELICOS National Standards 2018 Education Services for Overseas Students (ESOS) Act 2018 National Code of Practice for Providers of Education and Training to Overseas Students 2018		
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## PURPOSE

The purpose of this policy is to inform all stakeholders about the nature of the guardianship services for which Blackfriars Priory School (Blackfriars) is responsible, for students under the age of 18.

## SCOPE

This policy covers all services, courses and programs offered by Blackfriars where students under the age of 18 are enrolled.

## DEFINITION

### International Students Program Officer

A Blackfriars staff member whom the student can rely upon for guidance and assistance. The International Students Program Officer will also act as intermediary between teachers, Homestay provider and Blackfriars administration.

### Guardianship Services

Guardianship services include, but may not be limited to, advice and support on a range of issues, including academic progress, coaching, personal welfare, social and emotional issues, financial guidance, general safety and security.

### Homestay Accommodation

Homestay accommodation means a placement of a student in a local private home which provides a normal living arrangement with adults and/or a family group. Homestay assumes a private bedroom, essential facilities and three meals per day.



## POLICY

A guardianship contract will be signed for all students under eighteen years of age who are not living with a parent or approved relative.

Guardianship of all International Students under the age of 18 will fall to the Blackfriars Principal.

Blackfriars will maintain contact with the student and their homestay provider to monitor their wellbeing through interaction with the International Students Program Officer.

The Blackfriars International Students Program Officer will coordinate Homestay and work in conjunction with homestay providers to ensure placements are fit for purpose by:

1. Ensuring the students' homestay accommodation arrangement provides a safe, caring and supportive environment.
2. Assisting students to purchase daily amenities and open a bank account and may assist students with weekly budgeting expenses if requested by the parents. The homestay provider is not financially responsible for the students.
3. Contacting homestay providers and/or parents in the case of an emergency. Taking the students to the doctor if required. The homestay provider will advise the parents if they have any concerns about students' physical and emotional well-being.
4. Offering assistance to the students in coping with the Australian study and living environment. Regular activities / events created for students to adapt to Australian culture.
5. Advising students in areas such as transportation, shopping and entertainment.
6. Establishing a routine communication with the students and homestay to keep track of the students' progress and welfare.
7. Facilitating access to extra learning support for the students, such as arranging bilingual teachers to assist students with their studies.
8. Providing a copy of their academic report to parents.
9. Meeting with the students' families when they visit Adelaide.
10. Liaising with students and homestay to resolve issues. They will assist the students to relocate if there are issues with the homestay placement. Approval from parents will be obtained prior to students moving.
11. Guardianship duties cease when the students turn eighteen.

### Procedure for accepting new Homestay Hosts

1. New Homestay family contacts Blackfriars to express interest in becoming a host family.
2. International Students Program Officer asks the family member their current residing suburb to determine if the distance between the suburb and Blackfriars is adequate. The suitable distance to and from the school is no longer than thirty minutes by car.
3. International Students Program Officer emails or hands family member the letter, Homestay Profile and Homestay Guidelines together with an application form.
4. Once the Homestay Profile, Homestay Guidelines and Application form are returned, the International Students Program Officer checks the information is completed correctly and then contacts the potential Homestay family to organise an inspection time suitable for both parties.
5. At the Homestay inspection, the International Students Program Officer assesses the house by using the Homestay family inspection checklist to determine if the selection criteria have been met. At this



- point, the International Students Program Officer would check identification for all adults applying for a DCSI child related clearance and take the application/s with them for submitting.
6. Once the Homestay is approved to host students, the International Students Program Officer adds the Homestay Host Profile to the Homestay Register of Places.
  7. The Homestay family will be contacted once a suitable student is available for them.
  8. Regular monitoring of Homestay families and follow up house inspections are done on a six-monthly basis. The Homestay host will be contacted prior to this inspection taking place.

#### Procedure for monitoring AIBT organised Homestay Hosts

1. Each approved Homestay Host will be inspected by the International Students Program Officer every six (6) months.
2. The Homestay Register of Places will include a due date for review of the premises which will be entered to the International Students Program Officer's diary for action.
3. The inspection will review the checklist for accommodation facilities and standards. The agreement will also be reviewed by the International Students Program Officer and Host.
4. Ensure no more than three (3) individuals (students and other types of boarders) are being hosted at the one time.

#### Procedure for maintaining understanding of guidelines (South Australian) student hosting

The International Students Program Officer will review Blackfriars policy and procedure for Homestay against the criteria and standards set by the South Australian Government annually at a minimum.

The International Students Program Officer will review relevant legislation for room rental and boarding house regulations every six months to ensure that the checklist for homestay inspections takes into account all of the requirements for compliance with local and state legislation.



## RESPONSIBILITY

### Principal

The Principal is responsible for

- maintaining the currency of the service as required by regulators and legislation and to meet the identified needs of students.
- managing the compliance of services against the ESOS Act, ensuring that their staff are aware of the nature of Guardianship and the extent of pastoral care for all students under the age of eighteen years

### International Students Program Officer

The International Students Program Officer is responsible for

- coordinating Homestay placements, evaluating Homestay host applications and approving hosts according to the documented procedure, and updating the Host Agreements
- ensuring that the contract for guardianship is signed and filed with the students' records.

The International Students Program Officer is the first point of contact for queries and concerns.

The International Students Program Officer must be competent at identifying the relevant issue and forwarding the information to the relevant Director.

The International Students Program Officer must report any concerns about Homestay placements to the Principal as soon as possible. If the concern relates to student personal welfare or reportable incidents, the Critical Incident Policy must be followed.

### Teachers

Teachers are responsible for providing immediate assistance to students identified as at risk or requiring welfare related care.