



WELFARE AND ACCOMMODATION POLICY

Purpose:

Standard 5.1 of The National Code of Practice for Providers of Education and Training to Overseas Students 2018, requires that when the college enrolls an International Student who is under 18 years of age, it must meet the requirements of the legislation of the Commonwealth, state or territory, or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction(s) in which it operates.

Our Lady of the Sacred Heart Catholic College will ensure that students are well cared for and supported during their time studying at the college.

Relevant to:

All Staff | All International Students | Parents/Guardians of International Students

Date of Effect:

06/2021

Review Date:

06/2024

Related Legislation:

- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Information that is appropriate for age and culture:

Under Standard 5.2 of the National Code, the college must ensure that international students under 18 years of age are given age-appropriate and culturally-appropriate information on:

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

In the event of an emergency, the college ensures that all international students under 18 years of age enrolled at the college are provided with emergency contact numbers for:

- the College Principal; and,
- the college.

This 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 international students in an age-appropriate and culturally-appropriate way in our:

- International Student Handbook
- Induction processes (College Counsellor).

Welfare Arrangements Approved by the Department of Home Affairs

If an international student enrolled at the college is under the age of 18, a parent/guardian or eligible relative must be nominated to take responsibility for the International Student's accommodation and welfare arrangements. OLSH Catholic College does not provide boarding or homestay facilities and does not take responsibility for accommodation arrangements, although every effort is taken to ensure the students' wellbeing.

Students enrolling into Course Code 052532G (Primary Year Transition to Year 4) **must** be accompanied by, and living with, one or both parents for the duration of that course.

If the approved parent/guardian, or eligible relative is not an Australian citizen or permanent resident they must have an appropriate visa or have applied for a Student Guardian Visa (subclass 590).

An eligible relative can be a parent, brother, sister, step-parent, stepbrother, stepsister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew, who satisfies the conditions below:

- Nominated by the parent of the applicant or a person who has custody of the applicant;
- Aged at least 21;
- Of good character and shows this by providing police clearances from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16;

The college is not obliged to follow up where a nominated guardian has been approved by the Department of Home Affairs. However, the college will contact the Department of Home Affairs and NESA if they become aware that the international student is not being appropriately cared for.

The approved parent/guardian, or eligible relative must be a resident of and living in Alice Springs. The student must have an approved guardian in place before commencing any course at OLSH Catholic College. The student's commencement date will be delayed if the appropriate interviews and documentation requirements have not been met in full.

Requirements of the College from the Parent/Approved Guardian

- a. The approved guardian must have proficiency in the English language, attend interviews or meetings at the College on behalf of parents should there be health, disciplinary, academic or other concerns that may arise during your son's/daughter's enrolment at the College.
- b. The student's parent/s must confirm via the School's Accommodation Provider Form and the Guardian's Agreement, issued with the *Students Written Agreement*, full names and contact details of the approved guardian/s prior to the student's commencement at the College.
- c. The approved guardian must confirm in writing that he/she has agreed to the responsibility of guardianship while the student is studying at OLSH Catholic College by signing the *Guardian's Agreement*.
- d. In the absence of the student's parent/s, the approved guardian must accompany the student to all interviews prior to the student commencing studies at OLSH Catholic College.
- e. Should the approved guardian change during the course of the student's study at OLSH Catholic College, the student's parent/s must confirm in writing to the Registrar full details of the new approved guardian. The steps outlined above must be followed with regard to the new approved guardian. This information must be provided to the College prior to the student changing his/ her previously approved guardian.
- f. If the student's parent/guardian needs to depart Australia prior to the conclusion of the academic year the student's parent/guardian must contact DIBP immediately and make

arrangements for nominating a new guardian for the student. The student's parent/guardian are to advise the approved departure and returning dates issued by DIBP to the College.

- g. The new approved guardian must meet with the Head of Campus.
- h. The student must reside with the guardian as arranged by the family.
- i. While the student remains at OLSH Catholic College, the College must be advised of all holidays and other activities undertaken by the student.

Working with Children Checks

It is the college's policy that all adults, including parents/guardians/other people living in the same home who are over the age of 15 years, who provide international student accommodation or welfare arrangements, must hold a current Working with Children Check clearance. This requirement applies even if a person is not required by Working with Children Check legislation to obtain a check.

Missing Younger International Students

Standard 5.5 of the National Code requires that, if the college is unable to contact a student and has concerns for the student's welfare, the college must make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as practicable.

If the Younger International Student Turns 18

If an international student turns 18 while enrolled in the final period of their course, it is college policy and a condition on enrolment in the course, that the international student continue to reside in the approved accommodation until the completion of the course. This will be made clear in the signed written agreement signed by the parent/guardian.

Approval of Welfare Arrangements

Under Standard 5.7 of the National Code, if the college enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the college must inform the student/parent/guardian of their visa obligations to maintain approval of their current welfare arrangements, or the student must return to their home country until the new approved welfare arrangements take effect. This is to ensure that there is not gap in welfare arrangements.