



International Student Program – Homestay Policy

Rationale: Where parents opt for DET to arrange accommodation, the Department through the school, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 years of age while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which require that appropriate arrangements have been made for the accommodation, welfare and support of students less than 18 years of age.

This policy is designed to be consistent with the IED guidelines. It is a Quality Standards requirement that all schools have a homestay policy in place.

DET Compulsory Homestay Policy Requirements for All Schools:

Welfare

- The School will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a suitable family, couple or single person.
- Working with Children Checks will be completed and reviewed by the school for all adults residing or frequently residing in the homestay prior to the student moving in.
- The maximum number of students per homestay is 3 at all times, regardless of provider.
- Students must provide written permission from their parents to the school and have the school's endorsement if they wish to stay away from their homestay overnight. The school also must hold relevant contact details and inform the homestay of the arrangement prior to the student being allowed to stay away.
- The School will monitor progress of homestay arrangements, including twice yearly visits.

Other Policy Requirements:

Fees and Services

- A weekly fee of \$300 will be charged. This covers expenses associated with the provision of the following homestay services:
 - Single bedroom for the student's exclusive use
 - Three meals per day, seven days per week (cooked evening meal)
 - Facilities including a bed, wardrobe, towels and linen
 - Gas, electricity, heating and water costs
 - Cleaning services of common living areas
 - Use of living areas within residence
 - Study facilities, including a desk, study light and bookcase
- Telephone and internet expenses will be the student's responsibility unless otherwise agreed on the Homestay Responsibility Agreement *where a fee of \$10 is charged.*
- The initial payment will include two weeks' fees in advance plus a bond that is the equivalent of two weeks' fees. This will be held by the school.
- During holidays a holding fee to secure the homestay accommodation fee may be required to cover the student's absence. This is to be negotiated between the homestay, student and school.
- Students and/ or parents are required to reimburse homestay providers for any damage to property caused by student, or costs incurred by student during the time of residence
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to the School.



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Homestay Arrangements

- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School. Any advance payments should be refunded to the student.
- Where a student moves out of a homestay at least two weeks' notice must be given to the homestay provider and School. Giving less than this may result in the bond being forfeited.
- Students, homestay providers and the school welfare manager (Principal class officer) will be asked to sign a Homestay Responsibility Agreement on commencement of the student's enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students and homestay providers may not change the homestay arrangements without consultation with the School and through the Homestay Responsibility Agreement.
- Students must have written permission from their parents and must provide relevant contact details if they wish to stay away from their homestay overnight.
- The school will monitor progress of homestay arrangements, including twice yearly visits.
- International students are not permitted to drive with an International Licence for safety reasons.
- Heathmont College is a Child Safe school. Please read Heathmont College's Child Safe policy (attached). All homestay providers must abide by Heathmont College's Child Policy.
- It is a condition of enrolment at Heathmont College that all international students must reside in homestay accommodation (including students who are over 18).

I have read the above agreement and The Heathmont College's Child Safe Standards and agree to abide by the rules as outlined in the Heathmont College Homestay Policy.

Student: _____ (Printed Name)

Student Signature: _____ Date: _____

Homestay Host: _____ (Printed Name)

Homestay Host Signature: _____ Date: _____

School Representative: _____ (Printed Name)

Homestay Host Signature: _____ Date: _____



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CHILD SAFE STANDARDS

<http://www.vrqa.vic.gov.au/childsafeschools/standards.html>

Standard Number	What is required in each school?	What we do at Heathmont College.
1	Strategies to embed an organisational culture of child safety: a) Inform the school community about the strategies and allocate roles and responsibilities; b) Put strategies into practice and inform the school community about these practices; c) Periodically review the strategies.	<ol style="list-style-type: none">1. All visitors must report to the main office.2. Students are expected to behave in a safe manner when at school.3. Student Services team focus on study safety.4. Student management roles updated each year.5. Roles of responsibility published each year.
2	A child safe policy or statement of commitment to child safety: a) The values and principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment.	<ol style="list-style-type: none">1. Statement designed to underpin all decisions made at the College. Heathmont College has zero tolerance to child abuse. We actively work towards protecting children, responding to allegations and empowering children and staff to deal with the issues. We are committed to promoting safety for all children by engendering an atmosphere of respect, trust and care.
3	A child safe code of conduct: a) Set standards in which staff are expected to behave with children; b) Is consistent with the school's child safety strategies, policies and procedures as revised.	<ol style="list-style-type: none">1. Code of Conduct in Staff Handbook2. Behaviour Management system to deal with poor behaviour of students3. EACH partnership embeds a philosophy of focussing on health rather than illness and can empower staff to help students.
4	School staff selection, supervision and management practices for a child safe environment: a) Working with children's check; b) Proof of personal identity and any professional or	<ol style="list-style-type: none">1. Focussed questions on job applications and selection panels.2. Tightened processes relating to volunteers, guests and contractors at the College.3. Tightened processes relating to events, excursions and incursions.

	<p>other qualifications; c) References that address the person’s suitability for the job and working with children.</p>	<p>4. Working with Children Check and SAMs4Schools compliance. 5. Mandatory Reporting Module completed online through http://elearn.com.au/deecd/mandatoryreporting/DEECD MandatoryReporting_ImplementationPoster_v4_131108.pdf</p>
5	<p>Procedures for responding to and reporting allegations of suspected child abuse: a) A clear set of procedures for responding to allegations of suspected child abuse; b) Clearly describe the actions the school will take to respond to an allegation.</p>	<p>1. When a child discloses abuse or you suspect abuse, the process is: a) Speak to the Head of Sub School and AP for support; b) Make a Report to DHHS and other agencies as required (Child First, Police etc.) c) Make notes of the conversation with DHHS in your school diary; d) Refer to Student Services via COMPASS template; The Sub School Will: a) Meet with the student if it is appropriate. b) Follow up with Student Services for the recommendations from the referral. c) This may include a mentor session being set up with the student. 2. It is important to note that ALL staff are expected to follow this process. If a student discloses information of physical, sexual, emotional, psychological abuse or neglect, or if you have a belief of these things occurring, you can and should make a report to DHHS. We ask that you speak to the Sub School and the Principal team first so we know you are putting in the report.</p>
6	<p>Strategies to identify and reduce or remove risks of child abuse; a) Develop a risk management plan for school environments; b) Identify the risks and work to reduce and/or remove the risks to students.</p>	<p>1. Streamlining and tightening of excursion policy – 6 week lead in time 2. SAMs4Schools and WWC compliance. 3. Risk management plans for high risk excursions and camps. 4. EOI and staff management on camps/excursions, importance of compliance with regulations. (No driving of students in staff cars, waiting for students to be picked up before staff leave and excursion, gender balance of staff on excursion etc.)</p>
7	<p>Strategies to promote child empowerment and participation; a) Promote healthy and respectful relationships; b) Develop resilience; c) Build child abuse awareness and prevention.</p>	<p>1. Learning Group program including the interviews at the start of each academic year. 2. Staff mentoring program. 3. EACH partnership and Health Promoting School 4. Student Services Focus Groups to develop resilience in students.</p>