



Homestay Policy

Date of Approval: January 2019

Purpose

The purpose of this policy is to outline the steps Korowa will take to ensure that appropriate accommodation, support and general welfare arrangements are in place for the period that an International student is enrolled at the School and to ensure compliance with the Education Services for Overseas Students (ESOS) Act and the National Code of Providers of Education and Training to Overseas Students 2018 (National Code) Part B Standard 5.

Scope

This policy applies to all International students living in a Homestay arrangement. This Policy does not apply where a parent or suitable nominated relative takes responsibility for the welfare arrangements of the student.

Korowa's Policy

- Unless the student is residing with a parent or a relative deemed as suitable by the School, it is expected that all International Students will reside in homestay arrangements. All homestay arrangements must meet the minimum requirements determined by the School
- Initially homestay may be arranged through Student Accommodation Services directly by the student or agent, through the SAS website at www.student-accommodation.com.au.
- Homestay must be approved by Korowa and changes may only be made after consultation with the International Student Co-ordinator
- Any student younger than 13 must live with a parent (who must have a guardian visa)
- The School will not approve a homestay arrangement where the student will reside with a registered teacher or an employee of the School.

Compliance with Child Safe Standards

- The School ensures that appropriate screening and recruiting of homestay families occurs prior to placement of an international student
- The School obtains a valid Working With Children Check and a signed Child Safe Declaration (confirming adherence to the Korowa Child Safety Code of Conduct and the Korowa Child Safety and Protection Policy) for every person 18 years and over residing in the homestay

Suitability of Student Accommodation

Korowa has established the following procedures for checking the suitability of the student's accommodation, support and general welfare arrangements:

- Where a student organises their own homestay placement, an inspection will occur prior to the student's commencement at Korowa
- All other homestay placements for students (regardless of age) will be inspected by the International Student Coordinator prior to student placement in the homestay
- All homestays will be inspected periodically, but no less than six monthly after the initial inspection
- Where a homestay arrangement is deemed unsatisfactory by the School, alternative arrangements must be made immediately. Where a student is unable to make alternative arrangements, the School will source appropriate accommodation
- During an onsite inspection the International Student coordinator ensures the following:
 - The student has a separate bedroom that is appropriate to the age and needs of the student
 - The homestay family has been given appropriate information on their responsibilities and has emergency contact details for both the School and the students' parents
- Inspections of Homestays are conducted in accordance with the attached Homestay Checklist (Annexure A). This checklist will be updated as required.

Duration of Homestay Arrangements

- Once Korowa has approved the student's homestay arrangements we will nominate two dates:
 1. when Korowa begins taking responsibility for the students' welfare arrangements; and
 2. when Korowa will cease to take responsibility for approving the welfare arrangements for that student.

This period will in all cases cover the entire period nominated in the Confirmation of Enrolments (CoE) plus at least an additional seven (7) days. Korowa may extend this period to ensure that suitable welfare and accommodation arrangements are in place for the student.

Where Korowa terminates, suspends or cancels the enrolment of the student, Korowa will continue to check the suitability of arrangements for that student until:

1. the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
2. the student leaves Australia;
3. other suitable arrangements are made that satisfy the Migration regulations (for example, parent or other suitable relative takes ongoing responsibility for the student's accommodation and welfare); or
4. Korowa reports under Standard 5 that it can no longer approve of the arrangements for the student.

Emergency situations

In the unlikely event of an emergency arising in the student's homestay accommodation and the student requiring urgent relocation the Principal may approve a temporary placement with a School employee who is not a registered teacher. This will only be agreed to on an interim basis until appropriate ongoing homestay accommodation is arranged, and where any financial relationship between the student and the School employee is avoided. A registered teacher will not be able to provide homestay accommodation in emergency situations.

Related Policies

- International Student Welfare Guardian Policy
- International Student Course Progress and Attendance Policy
- Child Protection Program

Related Documents

- Application for enrolment
- Enrolment Acceptance Form
- Electronic Confirmation of Enrolment

Policy Owner

This Policy is owned by the Principal.

Review Date

This Policy will be reviewed every two years with the next review due in May 2020. An interim review may take place following any changes in legislation.

CRICOS Provider Code: 01022G

CRICOS Course Code: 018172K Primary Years P-6
011306B Secondary Years 7-12