



International Student Homestay Policy

Date of Approval: February 2022

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.

Source of Obligation

Standard 5.3.3 of the National Code requires the School to take responsibility under the Migration Regulations 1994 (Cth) for approving the accommodation, support and general welfare arrangements for an overseas student who is under 18 years of age.

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

It is the School's policy to assess younger international students' accommodation arrangements through:

- physical site visits
- student interviews
- any other ways the School deems necessary to confirm that the accommodation still meets the international student's needs.
- Unless the student is residing with a parent or a relative approved by DHA and 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](#)
- Homestay must be approved by Korowa and changes may only be made after consultation with the International Student Co-ordinator
- For homestays to be approved by the School, the homestay must:

- have a safe, secure, private bedroom for the student's sole use that is appropriate to the age and needs of the student with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes
- be clean and have appropriate furnishings suitable for a family and students
- include access to a shared or private bathroom, with reasonable time allowed for showers
- include access to kitchen, living areas, laundry facilities and shared areas of the home
- have some form of heating in winter, if required, and some means of cooling in summer
- provide students with any keys, alarms or passwords required to have free access to the homestay residence.
- Additionally, the School must:
 - have appropriate processes for recruitment and screening homestay families
 - ensure that all adults residing at any homestay premises have current Working with Children Checks
 - provide the homestay provider with appropriate information regarding their responsibilities and emergency contact details for both the School and the parents of the student
 - have processes to verify that the accommodation is appropriate to the student's age and needs prior to the placement, and review the accommodation at least every six months
 - verify the suitability of the homestay accommodation through a site visit (unless the particular homestay has been verified by a site visit in relation to another student in the previous three months)
 - conduct assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with the homestay standards required by the School
 - ensure that host families have appropriate insurance policy cover for students residing in their home
 - ensure that there is a 24-hour emergency number that all stakeholders can contact in the event of an emergency
 - maintain regular contact with host families, students and School staff as required.
- It is the School's policy that to be eligible for a homestay arrangement, the international student must be at least 13 years of age at the time of commencing the homestay accommodation
- 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 Korowa Child Safe Declaration (confirming adherence to the Korowa Child Safe Code of Conduct and the Korowa Child Safe 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
- This process also includes consultation with the student about their experience in the accommodation to date.
- 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 students accommodation:
 - has a separate bedroom that is appropriate to the age and needs of the student
 - is suitable to reside in
 - a safe, supportive and welcoming environment
 - kept clean and tidy
 - a desk in the student's room
 - able to access a shared bathroom or private bathroom
 - able to access a form of heating in the winter and a form of cooling in summer.
- 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.

Host Family Requirements

The School requires each host family to agree to a number of requirements prior to hosting a younger international student. Host families are required to

- provide a safe and welcoming homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in family-related activities
- provide an orientation within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends
- orientate students to the local area including public transport and getting to and from the School, the location of the shops, doctors or medical facilities and recreation areas
- ensure that the student is aware of emergency numbers including 000, the location of police stations and Australian laws pertaining to under 18-year olds

- ensure that the student is appropriately supervised at all times throughout the duration of residing in the homestay including:
- maintaining suitable supervision of students outside of school hours
- monitoring the student's general welfare including the student's social activities
- contact the School regarding any student welfare, academic progress and attendance issues
- assist and support the student's attendance at the School and support the completion of homework assignments where required
- assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the School of any medical issues.

Host Family to Notify the School

A host family must notify the School at least two weeks in advance, or as soon as practicable, of any change of circumstances, including:

- if the host family proposes to materially change the homestay residence in way that will affect their ability to meet the homestay residence requirements
- if the host family is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
- if the host family intends to change address or contact details
- if the student fails to reside in their approved address at all times or intends to move.

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.

VRQA Guidelines on Homestay Accommodation for Overseas Students

The requirements outlined in this policy comply with the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years that include guidelines relating to the "Minimum age of 13 for enrolment of an overseas student in homestay accommodation" and "Student accommodation minimum standards".

Related Policies

- International Student Advocate Policy
- International Student Course Progress and Attendance Policy
- Child Protection Program
- International Students Critical Incidents Response Policy

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 February 2024. 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