

International Students – Homestay Accommodation Policy and Process

All of Brighton Grammar School's policies are intended to be up to date and be consistent with all relevant laws.

Employees are expected to comply with all applicable policies.

Various parts of the policies require managers and staff to exercise discretion and the policies are not intended to be applied in a legalistic or prescriptive manner.

These policies may be varied by Brighton Grammar School from time to time, at its absolute discretion.

Brighton Grammar School is fully committed to the protection of children and young people during all School activities and environments both within and outside of School hours.

This is a whole of school policy and there may, from time to time, be variations in different parts of the School. In such circumstances, advice will be issued by the relevant Head of School.

Introduction

The Education Services for Overseas Student (ESOS) Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a Student Visa. Within the ESOS legislative framework are the 15 standards to ensure quality with which Brighton Grammar School (BGS) must comply in order to retain registration as an educational provider for International Students.

Purpose

Brighton Grammar School is a registered CRICOS provider (00132K) with the VQRA. This allows BGS to accept enrolments of up to 70 International Students.

Brighton Grammar School is approved to provide both primary and secondary school curriculum to international students and will accept enrolment applications from boys studying in Prep through to Year 12 (VCE).

Students over 13 wishing to study at Brighton Grammar are encouraged to stay with their parents for the duration of their studies however Brighton Grammar acknowledges that there may be occasions where this is not practical and Homestay accommodation is required.

Brighton Grammar School accepts responsibility for sourcing, managing and monitoring all homestay accommodation agreements to ensure that the wellbeing and welfare of International students is maintained both during and after school hours.

Homestay Application Process

Only students in Secondary School, over the age of 13 are permitted to stay in homestay accommodation.

Homestay requests for International Students are initiated through the Admissions Coordinator directly from the parent/s of the student wishing to study at Brighton Grammar School. Parents must complete the International Student Homestay request form as part of the enrolment process. This form is only available from the Admissions Coordinator who will discuss this option in detail with the family prior to formalising this agreement.

The school will endeavour to match students with BGS families that align with their preferences and lifestyle *e.g. if a student has a pet allergy they will not be placed in a pet friendly home.*

Sourcing of Homestay Families

Brighton Grammar will be responsible for sourcing appropriate homestay families and will, in the first instance, source homestay families from within the current school community. Requests will be made via internal school communications such as school newsletters or direct communication with possible hosts.

Although it is preferred that International students stay with current BGS families if this is not possible BGS may engage the assistance of AHN to shortlist applicants that live within close proximity of the school.

All potential homestay hosts must express interest by completing the International Student Homestay Host Application form.

The details on this form will be reviewed by the Admissions coordinator, Compliance coordinator and International Liaison Coordinator to ensure suitability with the homestay student.

Brighton Grammar will make the final decision on appropriate homestay families and execute and manage all agreements relating to the homestay arrangement.

Homestay Host Induction process

The Head of School in consultation with the Compliance Coordinator and International Liaison Coordinator will:

- Interview potential homestay families,
- Contact 2 references and review past child related work experiences
- Inspect facilities ensuring they meet ESOS requirements,
- Obtain copies of and verify all Child Safety compliance requirements
- Conduct an Induction session (including Child Safety protocols) with the host family
- Ensure the family undertake ChildWise Child Safety training and Mandatory Reporting online training course
- Follow up:
 - Review all agreements, conduct inspections, verify WWCC via Dept of Justice portal every 6 months (minimum)

Homestay Fees

Parents of Homestay students will be required to pay an initial fee of \$550 for Administration and set up of the homestay arrangement. The Business Manager will direct Finance to add this charge to the first family fees statement along with weekly accommodation fees of \$340 per week.

Families must pay these fees in advance to cover accommodation costs.

A Homestay allowance of \$340 per week will be paid, in Advance, by Brighton Grammar School to the host family at the commencement of each school term.

This allowance covers:

- All meals (3 per day, 7 days per week)
- Utilities such as electricity, water and gas
- Use of a single bedroom, lockable bathroom (shared or private), and appropriate study facilities in line with ESOS standards

It does not cover:

- Additional non-educational expenses such as public transport costs and pocket money
- Internet charges
- Phone call costs

Cancellation of Homestay arrangements

Cancellation of Homestay arrangements by either party must be made in writing to the International Liaison Officer. A minimum of 6 weeks' notice must be given.

If the student believes the cancellation is unfair or unwarranted the complaints and appeals process may be followed in order to reach a resolution.

International Liaison Officer

BGS will appoint all International homestay students and hosts with an International Liaison officer to support them during their studies at Brighton Grammar.

The International Liaison Officer will:

- Support the International Student to ensure he is fully supported and safe for the duration of studies at BGS
- Ensure homestay accommodation is appropriate and meets the needs of the student prior to or at the commencement of students stay
- Assist in the visiting, interviewing and selecting appropriate homestay hosts and their family members to ensure accommodation is suitable for the student, meets the required standards and provides a safe environment
- Review all homestay accommodation 6 monthly (minimum) to ensure it meets required standards, meets the needs of the student, and in order to identify any risks to the student's safety and wellbeing
- Communicate any issues or concerns regarding International students with the appropriate Head of School or Director of Students immediately

Student Safety

Student safety is always a priority at Brighton Grammar and the safety of international students is no exception.

BGS will conduct regular reviews of all homestay accommodation to ensure it meets set requirements, and will ensure all homestay household members over 18 hold a valid working with children card and have been police checked.

Regular communication with families, homestay carers and students will be via our International Liaison Officer on a monthly basis at a minimum. Communication will be via phone, email, school visits and home visits. Students will also be provided with a Student Safety card that details key contact numbers that the student may use in the event of any emergency.

All reviews will be documented and uploaded to the school's database against the students file. Formal 6 monthly inspections will be undertaken by the International Liaison Officer in consultation with the Compliance Coordinator and Homestay Host. This review will be clearly documented on the 6 monthly review template and recorded on the students file in the school database.

Students will also be further supported by their House Tutor, Head of House and Director of Students (SS). School Counsellors are available for further support and guidance to each BGS student.

If a student is identified as being in an unsafe environment and being at risk of physical or mental harm, the School will immediately remove the student from the homestay environment, place the student in a safe and more appropriate environment, and provide counselling and further support where needed.

Child Safe Standards

Brighton Grammar is committed to the safety and wellbeing of all young people and educates all International Students, staff, parents, guardians and homestay providers on the Child Safety Policy and Child Safety Code of Conduct for BGS.

BGS understands that international students, in particular homestay students, are more vulnerable due to their cultural and linguistic background and will work closely with these students, parents and homestay families to educate all parties on Child Safety awareness.

All members of the homestay home that are over 18 and living at the same address must supply a copy of their WWCC for validation through the Dept of Justice website. All card details will be stored on the school's database and the SAM4schools compliance portal. The compliance team will verify cards 6 monthly via the Department of Justice website and monthly via the SAM4schools portal.

Brighton Grammar will provide all homestay families with a copy of the Child Safety Policy and Code of Conduct at the commencement of the student's studies at BGS and the International Liaison Officer will review these policies with the family every 6 months.

All people living in the homestay home over the age of 18 must participate in Child Safety training via Childwise and Mandatory reporting training. Links to these courses will be provided to the homestay host via email prior to the commencement of the homestay. Any costs associated with registration of these courses will be paid for by Brighton Grammar School. Completion Certificates must be provided to BGS on completion of the training and uploaded against the student file and parent/host file in the school's database.

All international students will be provided with age appropriate child protection law information as part of the school's orientation program. Participation in ongoing Child Safety programs conducted regularly by the school psychologists and are appropriate to the students age and year level, are compulsory for all enrolled students.

All staff at Brighton Grammar School participate in Child Safety training twice yearly at minimum and hold a current Working with Children Check or VIT registration.

Documents that support this policy:

- International Student – Homestay accommodation request
- International Student – Homestay Host Application
- International Student – Enrolment Policy
- International Student – Complaints and Appeals Policy
- Child Protection Policy
- Child Protection Code of Conduct

This Policy is a controlled document. Any printing of this document is uncontrolled. Please refer to the school portal for the latest version of this policy	
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