



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

National Code 2018 Standard 5 - Younger students

Accommodation and Welfare Procedures and Guidelines for International students of Mercedes College

This document provides the procedures and guidelines for accommodation, support, monitoring and risk prevention for all International Students

Students under 18 years studying at Mercedes College and on a student visa must have their accommodation and welfare arrangements approved by Mercedes College in accordance with the requirements of the National Code 2018 and our legislative obligations in relation to child protection in South Australia

Under 18 year old students living options are as follows

- A parent or suitable relative approved by Department of Immigration and Border Protection (DIBP)
- or
- A Department of Communities and Social Inclusion and Catholic Education cleared Mercedes College registered Homestay Host who meet the requirements set out in the Mercedes College Homestay guidelines brochure

Where the parents nominate a suitable relative, a letter from the parents giving their approval for their son/daughter to be cared for by the nominated relative must accompany the application for enrolment of the student. In this case Mercedes College will not issue a letter confirming appropriate arrangements have been made for the student's accommodation.

Over 18 year old students living options are as follow

- A parent or suitable relative approved by DIBP
- A DCSI cleared and Catholic Education cleared registered Homestay Host approved by Mercedes College
- After proven success at Year 11 studies and over the age of 18 a student may apply to live at a Mercedes College approved International Student residence. Monitoring of welfare will continue

Mercedes College has a responsibility to ensure that students aged over the age of 18 years and who are not being cared for in Australia by a relative or a nominated relative have appropriate accommodation, support and welfare arrangements in place to monitor their safety and welfare

Procedures for checking the suitability of the accommodation for International students

Prospective Homestay parents are required to complete:

- Prospective Homestay parents will receive a Mercedes College Homestay guideline booklet
- Mercedes College Homestay Family Registration Form
- Mercedes College Homestay Contract
- A Department of Community and Social Inclusion Check for all living in the house over the age of 18
- Catholic Archdiocese of Adelaide clearance check for all living in the house over the age of 18

Prospective Homestay families will be interviewed in their home by the Coordinator of Student Welfare and Accommodation to assess their ability to manage teenage behaviours and teenagers with cultural differences.

It is expected that Homestay hosts are familiar with the Mercedes College Homestay guideline booklet, questions will be asked regarding College expectations

A Home inspection form will be completed by the Coordinator of Student Welfare and Accommodation. The form indicates the conditions of facilities in the home and approx. dimensions of student bedrooms and communal rooms. Brief inspection of home for compliancy with the Building Code of Australia

Assessment of the interview and inspection forms will be done by the Coordinator of Student Welfare and Accommodation. Notification of acceptance is sent to the proposed Homestay Host after final clearance by Catholic Archdioceses of Adelaide.

If Catholic Archdiocese clearance not be given **no** students under 18 or over 18 will be placed into the care of the prospective Homestay family.

Continual assessment of suitability of Homestay Hosts

- The Coordinator of Student Welfare and Accommodation is available to students and Homestay Hosts for ongoing guidance on a 24 hour basis. Students are encouraged to make contact at any time if they are uncertain or unhappy with Homestay or Life in Australia
- The Coordinator of Student Welfare and Accommodation has an office connected to the dining area of International students. Formal and informal contact is available to students during school hours
- Twice per year private interviews are held with each student to talk about Homestay and living in Australia.
- Coffee mornings are held each term for Homestay Hosts. This is an avenue for ongoing training and discussion about cultural diversity.
- A newsletter from the Homestay office is printed and sent out each term giving ongoing training and items of interest
- Each year Homestay Hosts are required to write a small report on each student to be given to the students parents. This report is discussed with the student
- Informal Homestay events are organized throughout the year
- Homestay residences are visited at each renewal of the DCSI clearance
- Homestay families are required to complete an 'information update' form each term

If a student resides with a nominated relative as assessed by DIBP the College is content to contact the accommodation via telephone and by interviews with the student to satisfy suitability of approved accommodation and welfare of the student

Mercedes College will remove International Students from a registered Homestay home if they fail to comply with the Mercedes College Homestay contract

Change of Accommodation and Welfare Arrangements

Students wishing to change accommodation must :

- Have an interview with Coordinator of Student Welfare and Accommodation
- A transfer form must be completed
- Homestay profile of the new Homestay accommodation sent to the student's parents
- Correspondence from student's parents giving their approval for the change
- Coordinate all arrangements for the welfare of the student
- A change of accommodation fee may be charged

In the case that approval is not given by the Coordinator of Student Welfare and Accommodation the reasons for non-approval will be communicated to the student and parents

Where a student wishes to change their welfare and accommodation arrangements in order to live with a parent or a nominated suitable relative, the parents should submit all the necessary documentation to DIBP.

Coordination of the change of living arrangements will be done by the Coordinator of Student Welfare and Accommodation

Notification of any changes to the students accommodation and welfare will be put into PRISMS by the International Student registrar

Concerns regarding student under 18 years living with relative or a Homestay host

If Mercedes College becomes concerned about the accommodation of a student the College will organize a surprise visit to the home.

If Mercedes College staff believe the accommodation and welfare is unsatisfactory then Mercedes College staff will arrange immediate alternative temporary accommodation with a registered Homestay host

- Parent and Education Agent will be notified via telephone and written correspondence detailing new accommodation and the reasons for the change
- Homestay costs will be explained
- Department of Immigration and Border Protection will be notified – student not well looked after
- Student will remain in registered Homestay until parents and education agent have arranged alternative accommodation with a suitable nominated relative in accordance with DIBP requirements

Suspension, Termination or Cancellation of Student Enrolment

Where the student's enrolment is suspended, terminated or cancelled Mercedes College will

- Monitor students welfare and accommodation until a new Provider takes over the approval of welfare and accommodation arrangements
- Monitor students welfare and accommodation until other suitable arrangements are made acceptable to DIBP
- The student leaves the country

Until such time that the student transfers into the care of another provider Mercedes College will

- Maintain contact with the student's Education Agent
- Maintain contact with the student's Homestay family
- Obtain a copy of transfer and CAAW letter from new provider
- Assist the student to return to their Homeland if applicable
- Coordinate the transfer to the new Homestay if applicable

Non-approval of Accommodation and Welfare Arrangements

Students who change their living arrangements without approval of the Coordinator of Student Welfare and Accommodation and after discussion with student and parents continue to live unapproved, Mercedes College will notify PRISMS using the pro-forma 'Non-Approval of Accommodation /Welfare Arrangements'