


Document Title: Accommodation and Welfare Policy – International Students	 EMMANUEL ANGLICAN COLLEGE <i>Learning ~ Living ~ Leading</i>
Section: International	
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Accommodation and Welfare Policy – International Students

Purpose

This policy outlines international students approved accommodation and welfare arrangements whilst they are studying at Emmanuel Anglican College. This policy applies to all International students who are applying to and enrolled in a course at Emmanuel Anglican College.

Background

This policy applies to all International students applying to and enrolled at Emmanuel Anglican College. This policy outlines staff, student and parent(s)/legal guardian responsibilities in relation to international students' accommodation and welfare arrangements whilst they are completing their course.

Policy

Care for younger students under 18 years.

Emmanuel Anglican College is a CRICOS-registered provider which enrolls students under 18 years of age.

As part of its registration obligations, Emmanuel Anglican College must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age and culturally appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, an
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Emmanuel Anglican College has documented procedures relating to child welfare and safety and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

Accommodation and care options for overseas students under 18 years

Emmanuel Anglican College approves the following accommodation and care options for overseas students:

1. The student will live with a parent or relative approved by the Department of Home Affairs (DHA).
In this case:
 - (a) The College does not provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to the Department of Home Affairs at the time of visa application for approval of these arrangements. The Department of Home Affairs must also approve any further change of welfare arrangements.



- (b) If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student Guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
- not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the College has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
 - advising the Department of Home Affairs of any change of address, passport or other changes of circumstances

Emmanuel Anglican College requires holders of Student Guardian Visas to:

- (a) maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- (b) immediately advise the College of any change to address or contact details
- (c) immediately advise the College if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the College is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the College will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs via PRISMS.

If there is not a valid reason for travelling overseas, or if the College is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the College will advise if compulsory attendance requirements will or will not be affected by the student's absence.

2. The student will live in College approved accommodation and welfare arrangements, and Emmanuel Anglican College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation and welfare arrangements approved by Emmanuel Anglican College for full fee paying 500 visa subclass students under 18 years of age include Homestay accommodation either managed by Emmanuel Anglican College or by the College's homestay provider, Study Match Pty Ltd t/a Australian Student Accommodation. While a homestay provider is responsible for managing some of Emmanuel Anglican College's homestay program, the College is ultimately responsible for the welfare of all students under 18 years of age in Homestay accommodation for the period that the student visa has been issued.

The Homestay arrangements approved by Emmanuel Anglican College meet NSW legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- (a) Continuous dates for approved welfare arrangements.
- (b) Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved homestay arrangement and every 6 months thereafter to ensure they are appropriate to the students' age and needs.

These include but are not limited to:



- i. Guidelines for selecting, screening and monitoring each Homestay and ensuring the host family can provide age appropriate care and facilities for the duration of the student's enrolment at the College.
- ii. Criteria about accommodation services to be provided and a contract by the College or Study Match Pty Ltd t/a Australian Student Accommodation for providing accommodation services.
- iii. Compliant Homestay risk management strategy undertaken by the College or Study Match Pty Ltd t/a Australian Student Accommodation.
- iv. WWCCs as required for all adults living in the homestay arrangement, other than the overseas student, will be kept up to date and on file by the College or Study Match Pty Ltd t/a Australian Student Accommodation.

Emmanuel Anglican College will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia.
- ii. Any appeals processes in relation to Emmanuel Anglican College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance).
- iii. The student has alternative welfare arrangements approved by another registered provider.
- iv. A parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student.
- v. Emmanuel Anglican College has notified the Department of Home Affairs that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any adults involved in or providing accommodation and welfare arrangements to the student must have a Working With Children Check (WWCC) as approved by the NSW Government www.ocg.nsw.gov.au

Any changes to approved arrangements must also be approved by the College. This includes requests by students to attend "Schoolies Week" on completion of Year 12.

If a student cannot be located and the College has concerns for his/her welfare, the College will contact the student's parents/legal guardian and notify the police and any other relevant authorities.

If a student for whom the College has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Department of Home Affairs and advise the student to contact the Department of Home Affairs to ensure visa implications are understood. See Department of Home Affairs office addresses at: <https://immi.homeaffairs.gov.au/about/contact/offices-locations/list>

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the College, a parent, legal guardian, or approved emergency contact agrees to travel to a designated location within 7 days to assume care of the student until the situation has been resolved to the College's satisfaction.

If a parent/nominated guardian wishes to assume welfare responsibility, the parent/nominated guardian must notify the College as soon as practicable of their intentions and must provide the College with written evidence of a guardian visa grant and proof of residential address in the name of parent/nominated guardian for the period of enrolment.

3. For College vacation periods, students under 18 years of age for whom has issued a CAAW will:
 - (a) return home to parents, or
 - (b) continue to live in / is placed in College approved Homestay accommodation, or
 - (c) apply for approval to spend the vacation with relatives or a friend's family, or



- (d) apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain College approval.
- 4. Accommodation options for students 18 years and older include:
 - (a) Accommodation with Parent/Legal Guardian as approved by the Department of Home Affairs.
 - (b) College approved Homestay accommodation.
 - (c) Private accommodation and care arrangements requested by the parent but approved by the College which meet all requirements under relevant State and Commonwealth legislation.
- 5. For College vacation periods, the following accommodation options are available to students 18 years or older:
 - (a) Student returns home to parents.
 - (b) Student may spend vacation with friend's family or relatives, provided details are given and approved by the College.
 - (c) Student may attend a supervised excursion, camp, etc., provided details are given and is approved by the College.
 - (d) Student may travel unaccompanied during vacation periods, provided details are given and approved of by the College.

Changes to student details

The student (or parent/legal guardian if student is under 18 years) is required to notify Emmanuel Anglican College of his/her contact details and any changes within 7 days of a change, including: student's residential address, student's mobile number, student's email address and who to contact in emergency situations.

Version Control Table			
Version Control	Date Effective	Approved By	Amendment
2021-1	October 2021	The Principal	Policy created in accordance with CRICOS update October 2021
2023-1	October 2023	The Principal	Policy reviewed and updated in accordance with CRICOS requirements