



## THE KOORALBYN INTERNATIONAL SCHOOL INTERNATIONAL STUDENT ACCOMMODATION AND WELFARE POLICY

### Care for younger students under 18 years

The Kooralbyn International School (TKIS) is a CRICOS-registered provider which enrolls younger students under 18 years of age. As part of its registration obligations TKIS must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to student welfare and protection for any enrolled overseas student 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, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

TKIS has documented procedures relating to student 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

TKIS approves the following accommodation and care options for international students:

1. *The student will live with a parent or relative approved by the Department of Home Affairs (immigration).*

In this case:

- a) The School does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to 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 changes 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:
  - i) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
  - ii) advising the Department of Home Affairs of any change of address, passport or other changes of circumstances.

- c) TKIS requires holders of Student Guardian Visas (Subclass 590) to:
    - i) maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia,
    - ii) immediately advise the School of any change to address or contact details, and
    - iii) immediately advise the School 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.
  - d) If there is a valid reason for travelling overseas, and TKIS is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, TKIS will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (immigration) via PRISMS.
  - e) If there is not a valid reason for travelling overseas, or if TKIS 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, TKIS will advise if compulsory attendance requirements will or will not be affected by the student's absence.
2. *The student will live in school approved accommodation and welfare arrangements and TKIS will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).*
- a) Accommodation options that may be approved by TKIS for full fee paying 500 visa subclass students under 18 years of age include:
    - i) Homestay Program operated by EASTERN SHORES INTERNATIONAL LTD (ESI). Please see Additional Information below.
    - ii) Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant State and Commonwealth legislation. Please refer to the TKIS Process for Private Homestay Arrangements in the TKIS International Student Handbook.
  - b) TKIS will maintain approval of accommodation and care arrangements until:
    - i) the student completes the course and departs Australia.
    - ii) the student turns 18 years.
    - iii) any appeals processes in relation to TKIS' intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance).
    - iv) the student has alternative welfare arrangements approved by another registered provider.
    - v) a parent or nominated relative approved by the Department of Home Affairs assumes care of the student.
    - vi) TKIS has notified the Department of Home Affairs (immigration) 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 accommodation, welfare and other support arrangements for the student must be approved by TKIS,

including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every term thereafter to ensure they are appropriate to the student's age and needs.

Any adults and residents over 18 years involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate. ([Blue Card Services website](#))

Any changes to approved arrangements must also be approved by TKIS. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

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

If a student for whom TKIS has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood. (See Department of Home Affairs office addresses at [DHA enquiries](#).)

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 5 days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

3. *For School vacation periods, students under 18 years of age for whom TKIS has issued a CAAW will:*

- i) return home to parents, or
- ii) continue to live in Homestay arranged and approved by the school (additional charges apply), or
- iii) apply for approval to spend the vacation with relatives or a friend's family, or
- iv) apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.

### **Accommodation options for students 18 years and older**

1. It is a condition of enrolment that students over 18 years also maintain school approved accommodation arrangements as follows:
  - i) Homestay Program operated by EASTERN SHORES INTERNATIONAL LTD (ESI). Please see Additional Information below.
  - ii) Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant State and Commonwealth legislation. Please refer to the TKIS Process for Private Homestay Arrangements in the TKIS International Student Handbook.
2. For School vacation periods, the following accommodation options are available to students 18 years or older:
  - i) Student returns home to parents, or
  - ii) Student continues to live in Homestay, details of which are recorded by the School, or
  - iii) Student may spend vacation with friend's family or relatives, provided details are given and is approved by TKIS, or
  - iv) Student may attend a supervised excursion, camp, etc., provided details are given and is approved by TKIS.

#### *Additional Information:*

#### **Homestay Arrangements at the Kooralbyn International School**

TKIS Homestay Program is operated by EASTERN SHORES INTERNATIONAL LTD (ESI). TKIS can also approve private homestay arrangements requested by the parents. Both meet Queensland legislative requirements for student protection as well as Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

These include

- i) Continuous dates for approved welfare arrangements.
- ii) Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering:
  - Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age-appropriate care and facilities for the duration of the student's enrolment at the school
  - Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
  - Orientation program for families new to provision of homestay services
  - Compliant Homestay risk management strategy, reviewed annually, undertaken by the operator of the homestay program.
- iii) Blue cards as required for adults and residents over 18 years living in the homestay / private homestay arrangement, other than overseas students, or who otherwise have regular contact with the student.\*

NB: As of 31 August 2020, "[No card, No start](#)" blue card requirements apply for providers of child accommodation services, unless an exemption applies.