



DONCASTER
SECONDARY COLLEGE

INTERNATIONAL STUDENT HOMESTAY POLICY

College council will review this policy every three years or as directed by DET

Date approved: June 2016

Date of next review: 2019

RATIONALE

The aim of these policy guidelines is to ensure that the College meets its obligations as an accredited educational provider on behalf of DET in meeting the welfare needs of International students.

PURPOSE

- To comply with the obligations which are outlined in the International Education Division 'School Resource Kit' in relation to the welfare and accommodation needs of students.
- To develop a bank of suitable screened Homestays which meet the criteria and expectations outlined under the implementation guidelines.
- To meet all legal obligations as welfare providers.
- To explicitly clarify the rights and obligations of all parties in relation to Homestay provision.
- To provide a 'Child Safe Environment'

GUIDELINES

- All International students are required to reside in a College endorsed Homestay at all times including the mid-term breaks.
- Students may reside with adult relatives who have been approved by Department of Immigration and Citizenship.
- Students cannot change their own Homestay. All changes will be organised through the International Coordinator. The International Coordinator will give the Homestay provider a minimum of 2 weeks' notice except in exceptional circumstances.
- The Homestay and all adults in the household must each provide a Working with Children Permit.
- The Homestay will be initially visited by the International Student Coordinator to assess the physical suitability of the premises. The Homestay will complete an application form which provides information about the homestay. Following the initial assessment, the Homestay will be inspected twice a year or as required.
- There will be a minimum of 2 welfare interviews a year at which students will be asked questions regarding the suitability of the Homestay.
- The Homestay provider may be required to provide a reference check.
- The College will make all reasonable attempts to match the student with the Homestay.
- The Homestay will be provided with the document 'Information for Homestay Providers and Third Parties' which outlines responsibilities and expectations of students and Homestay providers.
- The Homestay provider and student will be required to sign the 'Homestay Responsibility Agreement' which outlines a range of expectations of students and the provider.

- If the Homestay wishes to terminate the arrangement, there must be a minimum of two weeks' notice. The notice must be given in writing and direct phone contact must be made with the International Student Coordinator.
- The Homestay should be no more than 30 minutes travelling time by public transport.
- The Homestay provider will provide 3 substantial meals a day as well as reasonable access to snacks.
- Parents may pay the Homestay provider directly or ask the school to hold the money in trust and make the payments. Money held by the College must be deposited to the College office and will be receipted. Under no circumstances should money be given to a staff member to hold.
- A holding fee will be set by the College when students do not reside in the Homestay for an extended period of time, e.g., when going home for the end of year vacation break.
- In exceptional circumstances students may seek permission from their Homestay to stay away overnight. The student must provide full contact details including names of adults and their Working with Children Permit number. Records of stays will be kept by the International Co-ordinator.
- The student may be asked to perform reasonable household chores, e.g., keeping their room tidy and helping with clean up after meals.
- Homestays must give two weeks' notice to the International Co-ordinator if there will be no adult present in the house for any length of time, eg: overnight.
- All additional excess usage expenses relating to the internet are the responsibility of the student and their parents. Expenses in relation to use of telephone are the responsibility of the student and their parent.
- Under no circumstances should contract be entered into on behalf of the student by the Homestay e.g., mobile or internet contracts.
- A Bond of \$600 will be held by the College and will be returned to the student on leaving the College if there is no damage to or loss of property or any other amount owing, such as phone charges or outstanding Homestay fees. The 'Bond Return' form must be returned to the school within 6 months of the student leaving the school or the Bond will be deemed to be a donation to the school.
- Disputes between the Homestay provider and student will in the first instance be mediated by the International Coordinator. If this fails to resolve the problem, it will then be referred to the College administration. The complaints process, as outlined in our policies will be followed.
- While the College is the welfare provider, there is an expectation that the Homestay will provide support to the student and report immediately to the International Coordinator any issues relating to health and welfare.
- The homestay provider will ensure the premises are kept in a state of good repair and that wired/battery operated smoke alarms are regularly serviced.

For further information, see also the document 'Information for Homestay Providers and Third Parties' published by DET.