



DET CRICOS Provider Code: 00861K Provider Name: Department of Education and Training

Purpose

Brunswick Secondary College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Brunswick Secondary College has zero tolerance for child abuse. Brunswick Secondary College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Every person involved in Brunswick Secondary College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

The following policies can be found on the school website

- BSC Childsafe Code of Conduct
- BSC Childsafe Policy
- BSC Mandatory Reporting Policy

In the case of a critical incident, please contact Karen Harris (Principal) [REDACTED] or Angie Ho (International Student Program Coordinator) on 0451 131 202.

The purpose of this policy is to

- ensure the safety and wellbeing of international students
- ensure that international students and their families understand their rights and responsibilities under the Homestay Agreement
- ensure that Homestay hosts understand their rights and responsibilities under the Homestay Agreement
- ensure compliance with DET International Student mandates

Homestay Conditions

1. Brunswick Secondary College (BSC) in co-operation with Student Accommodation Services (SAS), is responsible for the selection, approval and monitoring of Homestay arrangements for all students enrolled at BSC, who are not residing with either a parent/s or Department of Immigration and Border Protection (DIBP) approved relative or guardian
2. The homestay accommodation will be provided by a host which may be a family, couple or single person and may need not be of Anglo-Saxon descent
3. All homestay providers and persons over the age of 18 years residing in the Homestay (except other International Students) must have a current Working with Children's Check (WWCC)
4. No more than three International Students can be accommodated in the one Home Stay without the approval of the International Students Program Unit (ISPU)
5. A weekly fee of \$330 per week will be charged. This covers expenses associated with the provision of the following homestay services including
 - A suitably furnished (bed, wardrobe, towels and linen) single room for the student's exclusive use
 - Three nutritious meals per day seven days per week
 - Cleaning services of common areas
 - Gas, electricity, heating and water costs
 - Use of living areas within the residence
 - Study facilities, including desk, study light and bookcase
 - Assistance in orientating the student to the local area including travel to school and use of facilities
 - Telephone and internet expenses are included in the above fee
6. BSC will obtain and retain a bond of \$600 from each student which will be held in trust and returned to the student at the end of homestay arrangement and when the school is satisfied that there is no damage to the property or rent is owing (after discussing with homestay provider)

7. BSC will establish and maintain contact with the host families by inviting them to be involved in both formal and informal school events and activities, including-
- Parent/teacher meetings
 - Attendance reviews
 - Performances
 - Subject selection evenings
 - Sporting events

Homestay providers are strongly encouraged to take an active role in the student's education and well-being whilst in Australia by involving the student in domestic and social activities outside of school hours.

8. If the student returns home during the holidays and wishes to secure their homestay accommodation they may be required to pay a holding fee of \$105 per week.
9. If a student returns home and does not wish to hold their room but will require a new homestay on return, they must pay a \$150 placement fee to cover the cost of finding a new homestay provider.
10. If either the student or homestay provider wish to terminate the agreement they must give BSC and SAS at least two weeks' notice.
11. In the event of reports of serious allegations by either party the student will be provided with welfare support and moved immediately to emergency accommodation until such time that new accommodation is secured. The ISPU will be notified immediately.
12. Homestay providers assist the college in maintaining the wellbeing of the students in their care but are not responsible for the student's overall welfare. Any welfare issues concerning the student are to be raised with the College's ISC as soon as the difficulty arises.
13. If a homestay provider or student wants a dispute resolved BSC can implement a Dispute Resolution Procedure. If the incident involves breaches of the visa conditions ISPU and DIPC are notified when welfare arrangements transfer from the college to ISPU.
14. Students will be asked to sign a **Homestay Responsibility Agreement** on arrival. This will outline the house rules and requirements to which the student must abide by.
15. BSC requires all Welfare Option 3 and Homestay Option 4 students, who are over the age of eighteen years of age to remain in a BSC-approved Homestay for the duration of their approved academic program.

Definitions:

- **Option 3 Nominated Third Party Homestay arrangement** – a nominated person over 21 years of age as a third party to provide accommodation and arrival support, and the DET as the welfare provider. Student must be 13 years of age or over.
 - **Option 4 Homestay Accommodation arrangement** - the International Education Division arranged accommodation, welfare and arrival support. Student must be 13 years of age or over.
16. If students wish to stay overnight outside of their approved homestay they must receive permission from the International Student Program Coordinator and provide relevant contacts details of the person they wish to stay with to both their usual provider and the ISP.
17. If students wish to stay more than 24 hours outside of their approved homestay they must receive International Student Program Coordinator permission and provide written consent from their parents and homestay provider and documentation of WWCC for anyone over the age of 18 years of age residing in the residency they wish to stay in.
- If the appropriate action is not taken the International Student Program Coordinator must report the student to ISPU who will report them to DIPC as this is a breach of Visa Condition 8532.
 - If a student in homestay accommodation leaves without notice or commences staying overnight away from their designated homestay without permission, the homestay provider must report the matter immediately to the Principal and/or International Student Program Coordinator. The ISPC must then report it to International Education Division (IED) who will report it to DIBP.
18. Students and/or parents are required to reimburse homestay providers for any damage to the property caused by the student, or costs incurred by the student during the time of residence.

Homestay arrangements are rewarding experiences for both students and host families. Brunswick Secondary College is grateful to members of the community for the support shown to our students during their time at the college.

References

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Review cycle

This policy was last updated on October 23 2018 and is scheduled for review October 2019.

Staff responsible:

- Principal – Karen Harris
- International Student Coordinator – Georgi Pryor

By signing below, I acknowledge that I understand and agree to the above conditions of the BSC Homestay Policy

<p>X</p> <p>-----</p> <p>Student</p> <p>-----</p> <p>Print Name</p> <p>-----</p> <p>Date / /</p>	<p>X</p> <p>-----</p> <p>Homestay Provider</p> <p>-----</p> <p>Print Name</p> <p>-----</p> <p>Date / /</p>	<p>X</p> <p>-----</p> <p>International Student Coordinator</p> <p>-----</p> <p>Print Name</p> <p>-----</p> <p>Date / /</p>
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Endorsed by School Council at School Council Meeting