



Guardianship and Homestay Policy

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DOCUMENTS:

- REFERENCES:
- SA Government Website on Rental/Lease/Boarding house guidelines
 - SA Government Website on Student Hosting guidelines

- RELEVANT STANDARDS
- ELICOS National Standards
 - Education Services for Overseas Students (ESOS) Act 2000

AUTHORISED: PETER DAW DATE 15/12/2020

POSITION: PRINCIPAL



PURPOSE

The purpose of this policy is to provide information about how AIS approaches the provision of Guardianship services and Homestay accommodation.

POLICY

Primary aged international students must be accompanied by their parents or close relative for the purposes of Guardianship and Homestay.

As far as practicable, Homestay provision for secondary aged students will be outsourced to third party providers who monitor the quality of the individual Homestays.

As far as practicable, Guardianship services for secondary aged students will be outsourced to third party providers who will provide these services directly to the students.

Students over the age of 18 are not required to have Guardians and may arrange their own accommodation.

AIS offers ongoing Student Support Services to international students who may be experiencing difficulties in their current Homestay or in their life in Australia. Regular contact will be maintained with parents through social media connections.

AIS will arrange suitable Homestay accommodation for students attending AIS on Study Tours. These Homestay arrangements will meet all legal requirements including through clearances for working with children.

Parents of international students will be invited to visit AIS when they come to Adelaide.

SCOPE

This policy covers all services offered by AIS in relation to Homestay and Guardianship.

DEFINITIONS

Guardian: An independent person whom the student can rely upon for guidance and assistance.

Legal Guardian: The Legal Guardian of each secondary age student is either the school principal or a suitable relative. Third party guardians provide the support necessary for Principals to comply their legal role.

Guardianship services: Guardianship services include, but may not be limited to, advice and support on a range of issues, including academic progress, coaching, personal welfare, social and emotional issues, financial guidance, general safety and security.

Homestay Accommodation: Homestay accommodation means a placement of a student in a local private home which provides a normalised living arrangement with adults and/or a family group. Homestay assumes a private bedroom, essential facilities and three meals per day.

PRINCIPLES

1. The safety of students is of paramount consideration.
2. AIS will provide access to services that provide a safe, caring and supportive environment for students.
3. Homestay services for secondary school students will be outsourced to the Australian Homestay Network (AHN).
4. Primary aged international students must be accompanied by parents or close relatives who then assume the Homestay and guardianship role.
5. Guardianship services for secondary school students will, as far as practicable, be outsourced to provider agencies such as Student Guardianship Services (SGS) or International Student Alliance (ISA).
6. Outside third party providers will be monitored by AIS for quality control
7. AIS will maintain contact with students, their parents, guardians and authorised representatives regularly. Additional contact will be made when there are any changes in the student's circumstances, needs, or AIS operations

RESPONSIBILITIES

Director of Education

1. Oversee and monitor the Homestay and Guardianship processes adopted by AIS
2. Assist in the resolution of issues related to this policy

International Student Coordinator

1. Maintain records of Homestay and Guardianship providers for each international student.
2. Regularly communicate with International students and be receptive to comments about issues related to Homestay and Guardianship
3. Be in regular contact with the Legal Guardians of international students
4. Coordinate the Homestay services offered for Study Tour students including Working with Children Clearances
5. Record details of the accommodation for all International students including those over the age of 18 years

Teachers

1. Be responsible for providing immediate assistance to students identified as at risk or requiring welfare related care.



2. Notify the Director of Education about any concerns about the welfare arrangements of International Students.

Boarding House staff / AHN / Homestay Accommodation

Provide information to the Principal / Director of Education / International Student Coordinator regarding student welfare regularly and ASAP when any change of circumstances occurs

Procedures for change in student circumstances

The Principal or PEO is must notify all stakeholders in the student's welfare, in writing when a change in the operations of AIS will affect the students. AIS delegates communications functions to the Director of Education for welfare changes, and the International Student Coordinator for enrolment changes. Legal Guardians must be contacted in writing or by phone as soon as possible after there is a change in a student's circumstances

Procedures for change in AIS operations

The Principal or PEO is must notify all stakeholders in the student's welfare, in writing when a change in the operations of AIS will affect the students:

1. Living arrangements
2. Visa Status
3. Physical or psychosocial health
4. Availability of the enrolled program. AIS must facilitate alternative enrolment options for the student if there is a break in capacity to deliver a program. AIS must do this in consultation with the Legal Guardian of the student.
5. The International Student Coordinator along with the Principal must seek alternative arrangements for accommodation without a break in the suitable placement.

Continuation of Welfare Responsibility

AIS maintains responsibility for student welfare arrangements:

1. As soon as the student arrives in Australia
2. At all times during enrolment
3. At all times the student is residing in the AIS Boarding Facility
4. During any period after enrolment, (even when termination of enrolment is actioned by AIS) until the student leaves Australia or another Education Institute provides evidence that it is assuming responsibility for welfare arrangements and there is a successful handover of the student. AIS staff must be satisfied that the student in question has been contacted by the Education Institute and understands the transfer.
5. Until the student reaches the age of 18.

AIS, as part of AEG maintains a support and welfare service to all students even beyond the age of 18 where the student faces significant life, health, wellbeing, academic progress issues.



Student out of contact with AIS, homestay, Boarding

When a student under the age of 18 can not be located, contacted, and this is notified to AIS staff the following actions will occur:

1. Attempt to contact the student via their phone, email, wechat will continue until successful and the student is returned to their accommodation
2. Contact the SA Police to advise the student is at risk and missing.

END OF POLICY

APPENDIX 1: INFORMATION FOR MAINTAINING UNDERSTANDING OF GUIDELINES (SOUTH AUSTRALIAN) STUDENT HOSTING

The links below provide information about current SA requirements:

Homestay criteria and requirements:

<https://www.sa.gov.au/topics/education-and-learning/international-students/hosting-an-international-high-school-student>

Information about international students renting accommodation can be found at:

<https://www.sa.gov.au/topics/education-and-learning/international-students/hosting-an-international-high-school-student>

The legislation for room rental, boarding house regulations can be found at this link:

<https://www.sa.gov.au/topics/housing/renting-and-letting/rooming-lodging-and-boarding-in-private-rental/living-in-a-rooming-house>

Internal References

AIS Critical Incident Policies

Disaster Recovery Plan