

Introduction

Faith Lutheran College, as a registered CRICOS provider of courses for overseas students (including students under 18 years of age) studying on a student visa and living in Australia, must satisfy Commonwealth and State regulations, as well as any other regulations required 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, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Faith Lutheran 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 Options

The College's Homestay Accommodation Officer will manage this process and approve the option selected by the overseas student and family. The following accommodation options for overseas students under 18 years must be adhered to for students applying to attend Faith Lutheran College:

- Living with a parent or legal guardian *approved by the Department of Home Affairs; or
- Living with a relative who has been nominated by their parents or legal custodians who are aged over 21 and is of good character *approved by the Department of Home Affairs; or
- Have accommodation, support and general welfare arrangements in place that have been approved by the College (the College's Homestay Accommodation Officer may manage this).

Students must not change their arrangements without the written approval of the College Administration. If the College approves accommodation care arrangements, the student must not travel to Australia until their accommodation arrangements are confirmed in writing. If the student is due to turn 18 years of age in the year of arrival, the College requests the student acquire a Blue Card.

1. Legislation Regarding Family Related Accommodation and Care

- a) The College does not provide a welfare letter (CAAW) via PRISMS.
- b) *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 change of welfare arrangements.
- c) 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.
- d) Faith Lutheran College requires holders of Student Guardian Visas to:
 - maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
 - immediately advise the College of any change to address or contact details
 - 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
- e) The following apply to carers returning overseas:
 - 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's 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. College Managed or Approved Accommodation

- a) An alternative to family care is the option of students living in College-approved accommodation and welfare arrangements, in this circumstance Faith Lutheran College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).
- b) Any accommodation, welfare and other support arrangements for the student must be approved by Faith Lutheran College, including arrangements provided by third parties. Accommodation options that may be approved for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:
 - Homestay Program operated by Faith Lutheran College (The Homestay accommodation arrangements operated by Faith Lutheran College must meet Queensland legislative requirements for student protection as well as *Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students*)
 - Homestay Program operated by a third party approved by Faith Lutheran College
 - Private accommodation and care arrangements requested by the parent/legal guardian but approved by the College which meet all requirements under relevant State and Commonwealth legislation.
- c) Accommodation and care arrangements are checked prior to approval, during final enrolment and at least every six months after that to ensure they are appropriate to the student's age and needs. Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<https://www.bluecard.qld.gov.au/>).
- d) The College must also approve any changes to approved arrangements.
- e) Faith Lutheran College will maintain approval of accommodation and care arrangements until:
 - The student completes the course and departs Australia
 - the student turns 18 years

- any appeals processes in relation to Faith Lutheran College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- the student has alternative welfare arrangements approved by another registered provider
- a parent/legal guardian or nominated relative approved by the Department of Home Affairs assumes care of the student

Absent Students

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. Faith Lutheran College will notify the Department of Home Affairs within 24 hours 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.

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: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

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 relative may be required 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. The student's parent/legal guardian is required to inform the College once they arrive onshore.

Note: 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.

Term and Vacation Periods

For College vacation periods, students, irrespective of age, for whom Faith Lutheran College has issued a CAAW will:

- return home to parents/legal parents, or
- continue to live in/is placed in Homestay program approved by the College, or
- apply for approval to spend the vacation with relatives or a friend's family, or
- apply to attend a supervised excursion, camp, etc. if all requirements are met in order to attain College approval.

Responsibilities to Maintain a Homestay Program

The Homestay Program operated by Faith Lutheran College must have:

- Approved continuous dates for approved welfare arrangements
- Documented procedures for checking the suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter
- 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 College
- Criteria and contract arrangements for the accommodation services to be provided
- Orientation program for families new to the provision of homestay services
- Compliant Homestay risk management strategy, reviewed annually, undertaken by College

- Homestay Providers and any persons over the age of 18 residing in the residence require a Blue Card
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Policy Release Details

Date of Policy: April 2020

Approved by: Plenary

Responsibility: Principal

Point of Contact: International Student Liaison Coordinator

Review Date: April 2022