



Education
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HOMESTAY POLICY

INCORPORATING MINISTERIAL ORDER 870

INTRODUCTION

Following the introduction of Child Safe Standards outlined in Ministerial Order 870, this policy has been expanded to include arrangements for:

1. **Students from overseas coming to Victoria to study at Wellington SC**
2. **Students from Wellington SC travelling overseas and staying with homestay families**

This policy is designed to be consistent with both the Child Safe Standards in Ministerial Order 870 and the IED guidelines of DET.

1. STUDENTS FROM OVERSEAS COMING TO VICTORIA TO STUDY AT WELLINGTON SC

Where parents opt for DET to arrange accommodation, the Department through the school, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which require that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age.

Wellington SC will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment. (In the unlikely event that the College engages a commercial operator to facilitate homestay provision, the Principal will ensure that the commercial operator has appropriate policies and procedures in place to safeguard students that are consistent with the Child Safe Standards. This includes screening of potential home stay parents).

- The homestay accommodation will be provided by a host that may be a family, couple or single person and need not be of Anglo-Saxon descent.
- Homestay will not be provided for students under the age of 15
- Working with Children checks will be organised prior to the student moving in
- The maximum number of students per homestay is three, regardless of provider.
- A weekly fee paid fortnightly will be charged. This covers expenses associated with the provision of the following homestay services:
 - Single bedroom for the student's exclusive use
 - Three meals per day, seven days per week (cooked evening meal)
 - Facilities including a bed, wardrobe, towels and linen
 - Gas, electricity, heating and water costs
 - Cleaning services of common living areas

- Use of living areas within residence
- Study facilities, including a desk, study light and bookcase
- Telephone and internet expenses will be the student's responsibility (*as discussed with student upon arrival*).
- The initial payment will include two weeks' rent in advance plus a bond that is the equivalent of two weeks' rent (*bond will be paid to Wellington*).
- During holidays, a holding fee to secure the homestay accommodation fee may be required to cover the student's absence.
- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and **Wellington**.
- Where a student moves out of a homestay, at least two weeks' notice must be given to the homestay provider and **Wellington**. Giving less than this may result in the bond being forfeited.
- **Students of the opposite sex will not be permitted to live in the same homestay.**
- Students and host parents will be asked to sign a Homestay Responsibility Agreement on commencement of the enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Whilst the College disapproves of students undertaking overnight stay away from the designated homestay, **students must have written permission from their parents and must provide relevant contact details if they wish to stay away from their homestay overnight.**
- Students and/or parents are required to reimburse homestay providers for any damage to property caused by student, or costs incurred by student during the time of residence
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to **Wellington**.
- Although it is reasonable to expect students to be home at a specified time during the week, other arrangements may be made for returning late on weekends.
- When arranging homestay the College will consider any specific cultural or personal matters, dietary needs, allergies and any other consideration expressed by the student.
- **Wellington** will monitor progress of homestay arrangements, including twice yearly visits.
- **Students may not change the homestay arrangements without consultation with the school.**
- Students over the age of 18 may be given permission to move out of the approved accommodation providing written parental consent is given and student's choice of location is deemed appropriate by **Wellington**.
- Students will be empowered to speak up if they ever feel unsafe in a homestay or school environment.
- For all homestay families engaged by WSC , they will:
 - Be provided with a copy of the school's child safety policy/statement of commitment
 - Be required to comply with the school's child safety code of conduct
 - See embedded document and *refer to:*
www.education.vic.gov.au/childhood/providers/regulation/pages/child-safe-faq.aspx
www.education.vic.gov.au/protect &
www.vrqa.vic.gov.au/childsafes/Pages/default.html *for greater detail relating to the Child Safe Standards)*



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- Be involved in developing risk management strategies

- Homestay providers will be:
 - Expected to be involved in school events/activities
 - Asked to assist in monitoring student's attendance and course progress
 - Expected to communicate any concerns re student to the college

2. STUDENTS FROM WELLINGTON SC TRAVELLING OVERSEAS AND STAYING WITH HOMESTAY FAMILIES

For students involved in student exchange programs or on International excursions, the school, through the Safety Sub Committee of Council will:

- Satisfy itself that the receiving school has strategies in place to keep students safe.
- Provide a copy of the school's child safety policy or statement of commitment to child safety to the receiving school and home stay parents.
- Provide the receiving school with a copy of the child safety code of conduct. Also provide copy to home stay parents.
- Ensure appropriate checks are done for all its officers, employees or volunteers in direct contact with students (as per requirements of the VRQA guidelines).
- Make enquiries about receiving school's response to allegation of child abuse and include this as a risk in risk management strategy and identify risk controls.
- Empower students to speak up if ever feeling unsafe.

This policy was last updated in March 2018 and will be endorsed by College Council on an annual basis.