

Welfare & Accommodation Selecting, Screening and Monitoring Policy

Caulfield Grammar's Policy

It is the School's policy to engage in comprehensive selection, screening and monitoring processes when engaging third parties, such as homestay providers, to organise and assess welfare and accommodation arrangements of our overseas students, particularly those who are under 18 years of age.

Selection

When selecting third parties to engage to organise and assess welfare and accommodation arrangements, the School completes a Homestay Accommodation Approval Checklist.

The School also:

- provides information to welfare and accommodation providers prior to the arrival of overseas students
- gathers information about the potential provider/s of accommodation and welfare to ensure that cultural and religious backgrounds are appropriate and sufficiently compatible
- ensures a provider possesses the commitment, motivation and capability to extend the support that will ensure an overseas student's successful integration into the Australian education system and the School
- carefully matches the student to a compatible homestay family. Suitability will be determined according to the School's information on homestay profile requirements.

Screening

When selecting third parties to engage to organise and assess welfare and accommodation arrangements, the School ensures:

- Working with Children Checks for all adults involved in the provision of the accommodation and welfare
- inspection of the accommodation environment to ensure that it is safe and suitable for the overseas student.

Monitoring

When selecting third parties to engage to organise and assess welfare and accommodation arrangements, the School:

- conducts regular site inspections of the accommodation during the overseas student's stay
- monitors the overall wellbeing and welfare of the overseas student
- monitors the family offering welfare and accommodation.

Working with Children Check

It is the School's policy that all adults who provide overseas student accommodation or welfare arrangements, must hold a current Working with Children Check clearance. This requirement applies even if a person is not required by Working with Children Check legislation to obtain a working with children check.

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the School in accordance with this policy and keep any written agreements entered into by the School. Records will be maintained in accordance with our Overseas Students Records Management and Retention Policy.

Policy Name: Welfare & Accommodation Selecting, Screening and Monitoring Policy	Last updated: July 2018
Policy Owner: CGS Director of Community Engagement	Date of Next review: July 2020
Reviewer: Risk & Compliance	CRIICOS 00136F
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