



YARRA VALLEY G R A M M A R

Designated Caregiver/Support Services Arrangements

Yarra Grammar School requires all overseas students enrolled at the School without an accompanying parent or DOHA approved guardian, irrespective of age, to have a Designated Carer/ Support Person for the duration of their enrolment. The bilingual support person is also a requirement for accompanying parents if they cannot communicate in English for the duration of student's enrolment as the School needs to ensure that the designated support person attends all parent teacher meetings and assists with all school related matters in relation to academic and general welfare to ensure the student completes the program he/she is enrolled in on time as per CoE.

The School is responsible for appointing and approving the Designated Caregiver/ Support person. The School will make arrangements for the invoice to the Parents for this service. The fee is reviewed on annual basis and is subject to change.

The role of the guardian and the Designated Caregiver/support person includes (as appropriate) but is not limited to:

- Comply with the [ESOS National Code](#)
- Provide local orientation to the student on arrival to Melbourne and assist in the preparation of commencement at the School.
- Maintain regular contact with the student and his/her parents. This will include translation of reports
- Support the parents in their absence in all matters concerning the student's welfare and being readily available to discuss areas of concern
- Supporting the student when needed, such as arranging medical appointments, transfer between homestay and airport pickup etc.
- Ensuring the student is participating fully in the academic program and making satisfactory academic progress
- Attending School functions and events that concern the student including parent/teacher interviews and information evenings and meetings with School staff and report it back to the parents.
- Notifying the School of any student absence
- Inform school immediately of their unavailability to fulfil their responsibilities
- Liaise with the School on behalf of the student and their parents concerning any grievances the student may have. Notify school of any unresolved grievances.

ELIGIBILITY AND APPOINTMENT OF DESIGNATED CAREGIVER/ SUPPORT PERSON

The Designated Caregiver/Support person is appointed by the School. The Designated Caregiver/Support person must

- Be appointed before the student commences study
- Be appointed as per the term of the agreement

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A CO-EDUCATIONAL SCHOOL IN THE ANGLICAN TRADITION – ELC TO YEAR 12

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ABN 44 004 584 552 CRICOS NO. 00358E

- Be over 25 years of age and able to communicate effectively in English and student's native language
- Have permission to reside in Australia and remain in Melbourne for the duration of student's enrolment at Yarra Valley Grammar.
- Be of good character and reside in Melbourne, Australia whilst the student is at Yarra Valley Grammar,
- Provide a Working with Children Check, further information is available at <http://www.justice.vic.gov.au/workingwithchildren>
- Abide by all school policies and procedures and undertake relevant training programs as required by the School
- Provide School with all relevant contact information including telephone numbers, email address and 24-hour emergency contact details.

LIAISON WITH THE STUDENT

The Designated Caregiver/Support Person must maintain regular contact with the student and family. Specifically, the Designated Caregiver will have personal contact with the student no later than 48 hours of arrival at the accommodation location of the student and/or prior to arrival as required.

The Designated Caregiver/ Support Person must represent the student in liaison with the School, including assisting the student to lodge any grievance on behalf of the student to the School.

The Designated Caregiver/Support person will provide local orientation to the student (as appropriate), including a safety and security briefing, emergency services information, assist with opening bank accounts, assist with purchasing a local sim for a mobile phone, provide public transport information, provide information about the support services available to students, provide referral and assistance on personal problems/issues and aid with purchasing uniforms and books.

The Designated Caregiver/Support person will get all the necessary forms completed and submitted as requested by the School in line with School's policies and procedures

LIAISON WITH PARENTS AND SCHOOL

The Designated Caregiver/Support Person will provide updates to the parents of the student including but not limited to, the following,

- Overview of the student's accommodation arrangements
- Bank account details of the student and how to transfer funds direct from parent to student,
- Local mobile number for the student
- General information on the welfare of student, the school, transport to and from school and how the student is settling in
- Full name and direct contact details of designated caregiver
- 24-hour emergency number for parents to call if emergency assistance is required
- The guardian and Designated Caregiver/Support Person must attend Parent/ Teacher Interviews and other relevant information, sessions/meetings. Notes and reports from Parent/ Teacher interviews are to be translated into the student's home language and forwarded to parents
- Medical forms and relevant enrolment forms must be filled in and signed by the parent / guardian and returned to the Health Centre at Yarra Valley Grammar prior to student commencement at the School.
- Advise the School on student's days of absence and/or any planned leave days from the School. The guardian and designated caregiver must seek School's approval on any leave requests from the School and advise School if the student is planning to travel overseas to see the family during term break.

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LIAISON WITH THE SCHOOL AND HOMESTAY HOST

The Designated Caregiver/Support Person will liaise with the School and the Homestay Host/Parent to ensure smooth transition of the student into the accommodation arrangements. The Designated Caregiver shall work closely with the School and the host on an ongoing basis to ensure student's safety and welfare and update the School on any important/urgent issues in relation to student's welfare immediately upon identification.

DESIGNATED CARER OBLIGATIONS

Child Protection

Yarra Valley Grammar is compliant with Child Safe Standards. School appointed Designated Caregiver/Support Person is required to attend different training sessions on an ongoing basis to comply with this requirement.

The Designated Caregiver must have a current Working with Children Check (WWCC). WWCC must be forward to the School. WWCC details are available on www.workingwithchildren.vic.gov.au. The Student must never be at home with an adult that does not have a current WWCC.

The Guardian, Designated Caregiver/Support Person and Homestay host must immediately notify Yarra Valley Grammar and the Homestay provider of any incident or allegation of child abuse including:

- any act committed against a child involving
 - a sexual offence; or
 - an offence under section 49B (2) of the Crimes Act 1958 (grooming); and
- the infliction, on a child, of
 - physical violence; or
 - serious emotional or psychological harm; and
- serious neglect of a child

For further information regarding responsibilities as Designated Caregiver/Support Person, the Designated Caregiver and the parents needs to refer to [Child Protection Policy and Procedures](#) and [Code of Conduct Policy](#).

In addition, Designated Caregivers/ Support Person, Guardian. Homestay hosts and parents are expected to follow all [policies and procedures](#) of Yarra Valley Grammar, subject to change.

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