



YARRA VALLEY G R A M M A R

Overseas Students Accommodation, Support and Welfare Arrangements - Policy and Procedures

Policy Name	Overseas Students Accommodation, Support and Welfare Arrangements - Policy and Procedures
Constructed /Reviewed by	Executive/Board
Review	Last Review: March 2025 Next Review: March 2027

All overseas students must live with a parent or have a Melbourne-based Guardian approved by the Department of Home Affairs (DOHA) during their entire enrolment period at the School. Parents must organise a Guardian and confirm arrangements before the overseas student commences at Yarra Valley Grammar. Overseas students without an accompanying parent or DOHA approved guardian can only be accepted into the School once they have turned 13 years of age as an overseas student must be at least 13 years of age at the time of commencing the homestay accommodation. All overseas students must have appropriate accommodation and welfare arrangements in place before they commence their study at Yarra Valley Grammar.

Overseas students who do not reside with either the parents or the parent nominated Guardian as approved by Department of Home Affairs (DOHA) are placed with a Yarra Valley Grammar approved homestay accommodation for the duration of their study at Yarra Valley Grammar. Yarra Valley Grammar will meet the relevant Commonwealth, state or territory legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction in which it operates. This is irrespective of whether the School is taking responsibility for the welfare arrangements or the Department of Home Affairs has approved a nominated guardian. The School will always ensure to give younger overseas students important age and culturally appropriate safety information, including what to do and who to contact in an emergency situation, including contact numbers of nominated staff members or service providers; and, and how to report any incident or allegation of sexual, physical or other. Yarra Valley Grammar accepts responsibility for the welfare of all overseas students who are not living with a parent.

Parents are required to choose one of the following nominated arrangements while enrolling their child at Yarra Valley Grammar,

- A. Parent will accompany the student. Confirmation of Appropriate Accommodation and Welfare (CAAW) will not be issued by the School in this case.
- B. Parent nominated Guardian approved by the Department of Home Affairs. Guardian's contact details and proof of approval as a Guardian must be provided to the School. Confirmation of Appropriate Accommodation and Welfare (CAAW) will not be issued by the School in this case.
- C. Yarra Valley Grammar approved accommodation and welfare arrangements. Confirmation of Appropriate Accommodation and Welfare (CAAW) will be issued by the School in this case.
 - The School only issues CAAW if the student is at least 13 years old and under 18 years of age.
 - A CAAW letter will be created at the same time as Confirmation of Enrolment (CoE) by the School

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clearly indicating the dates the school will assume welfare and accommodation responsibilities for a student so that the Department of Home Affairs is also informed of these arrangements.

- Yarra Valley Grammar School is not taking over legal responsibility for the overseas student under the age of 18. The parent or person who has custody of the overseas student is at all times legally responsible for the student.
- The School will advise students who are issued with a CAAW (Confirmation of Appropriate Accommodation/Welfare Arrangements) that they may not travel to Australia before the nominated Welfare Start Date.
- The School 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 Yarra Valley Grammar'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 or a parent nominated Guardian approved by the Department of Home Affairs assumes care of the student
 - Yarra Valley Grammar has notified the Department of Home Affairs 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.

In circumstances where Yarra Valley Grammar can no longer be able to approve or continue to take responsibility for the overseas student's welfare arrangements, the School will immediately (within 24 hours) report through Provider Registration and International Student Management System (PRISMS) and make all efforts to contact student's parent or legal guardian immediately that the School can no longer approve the overseas student's welfare.

In circumstances, where the student will be cared for by the parent or nominated relative approved by Immigration and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required, the School will immediately (within 24 hours) report through Provider Registration and International Student Management System (PRISMS) and make all efforts to contact student's parent or legal guardian immediately

If the overseas student does not have a DOHA approved guardian, parents must choose option C for the School to arrange appropriate accommodation and welfare arrangements before the overseas student commences at Yarra Valley Grammar.

In addition, 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 for the duration of their enrolment. The Designated Carer information will be included in the Letter of Offer. Parents may either nominate a relative who has an appropriate visa to live in Melbourne for the duration of the entire enrolment period of the student or nominate Yarra Valley Grammar School approved professional Designated Carer provider and make the necessary arrangements.

The role of the guardian and the Designated Caregiver includes 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 as required.
- 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

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- 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

The Designated Caregiver is

- appointed before the student arrives to study
- appointed as per the term of the agreement
- 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 on the website of the Victorian government.
- 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.

ELIGIBILITY AND APPOINTMENT OF PARENT NOMINATED GUARDIAN

The parent nominated guardian must apply directly with Department of Home Affairs (DOHA) to seek an approval to act as a guardian for the student. Upon approval by the Department of Home Affairs, the Guardian must forward to the School, approval letter/visa proof from DOHA, copy of license for the guardian and proof of accommodation details. Upon receipt of the same, the School will schedule an interview meeting with the Guardian to discuss guardianship duties in details. The nominated and DOHA approved guardian

- Be appointed before the student arrives to study
- Be appointed for the entire enrolment period at the School
- 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](#) for self and family members over the age of 18. 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 residential address, telephone numbers, email address and 24-hour emergency contact details.

LIAISON WITH THE STUDENT

The guardian and designated caregiver must maintain regular contact with the student. 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 guardian and designated caregiver must represent the student in liaising with the education provider, including assisting the

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student to lodge any grievance on behalf of the student to the Director of Marketing and Admissions and International Students Coordinator.

- The guardian and designated caregiver must provide local orientation to the student, 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 provide assistance with purchasing uniforms and books.
- The designated caregiver and the guardian 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 guardian and designated caregiver must 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 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.

LIAISON WITH THE SCHOOL AND HOMESTAY HOST

The designated caregiver will liaise with the School and the host 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.

GUARDIAN, DESIGNATED CARER AND HOMESTAY HOST OBLIGATIONS

Child Protection

Yarra Valley Grammar is compliant with Child Safe Standards as outlined in Ministerial Order 1359 - Managing the Risk of Child Abuse in Schools.

All members living at the Guardian/Homestay host family residence over 18 years of age 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 and Homestay host must immediately notify Yarra Valley Grammar of any incident or allegation of child abuse including:

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- 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 your responsibilities as Guardian, Designated Caregiver and homestay host, please refer to [Child Protection Policy and Procedures](#) and [Code of Conduct Policy](#).

In addition, Guardians, Designated Caregivers and homestay hosts are expected to follow all [policies and procedures](#) of Yarra Valley Grammar, subject to change.

HOMESTAY ARRANGEMENTS

Unless the overseas student is living with a parent or a DOHA approved Guardian, all overseas students (regardless of age) will reside in homestay arrangements during their entire enrolment period approved by Yarra Valley Grammar. Homestays are expected to provide full board and a level of care and supervision appropriate to the age of the student.

All hosts must comply with the [ESOS National Code](#) .

Yarra Valley Grammar accepts and monitors welfare arrangements and is responsible for screening, recruitment, and monitoring of School's homestay families in order to ensure the accommodation meets the requirements of the National Code. In monitoring welfare arrangements, Yarra Valley Grammar will take into account any relevant state and territory laws such as the Victorian Child Safe Standards. All measures will be taken to ensure that the suitability of the student's accommodation, support and general welfare arrangements. This is undertaken by the Director of Marketing and Admissions in coordination with the International Student Coordinator. The International Students Coordinator is the first point of contact for students and parents/guardians in all student welfare matters. The School has documented procedure for verifying and checking that the student's accommodation is appropriate to the student's age and needs;

- prior to the accommodation being approved
- at least every six months thereafter
- includes regular interviews with students

More details on overseas students' homestay are available on [Overseas Students Homestay Policy and Procedures](#) document available on the school website.

QUALITY EDUCATION AND SERVICES

Yarra Valley Grammar continues to comply with the minimum standards and other requirements for School registration as set by the [Victorian Registration & Qualifications Authority \(VRQA\)](#), as set out in:

- Education Services for Overseas Students Act 2000 (Commonwealth)
- Education and Training Reform Act 2006 (Victorian)
- National Code of Practice for Providers of Education And Training to Overseas Students 2018.
- [VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years](#)

The Victorian Registration & Qualifications Authority (VRQA) is a regulatory body established to ensure quality education is provided to overseas students by all Victorian schools. It offers services and provides protection for overseas students. For further information regarding VRQA services please visit their [website](#).

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