

POLICIES AND PROCEDURES

Overseas Student Accommodation and Welfare Arrangements Policy



Date **November 2024**

Review **November 2026**

Source of Obligation

Education Services for Overseas Students (ESOS) Act 2000; ESOS National Code of Practice for Providers of Education and Training to Overseas Students, Standard 5 – Younger Overseas Students.

The school is required to ensure the safety and welfare of overseas students who undertake study at Lauriston Girls' School. The school is required to ensure that overseas students aged 18 years and younger are provided with and maintain adequate welfare and accommodation arrangements for the duration of their enrolment.

The school is responsible for ensuring the students' accommodation and welfare arrangements until:

- The student leaves Australia.
- The student turns 18 years old.
- The student transfers to another registered provider and the school has confirmed there is no gap in welfare arrangements.
- The care of student by a parent is approved by Department of Home Affairs (Immigration).
- The school has notified Department of Home Affairs (Immigration) via PRISM within 24 hours, once the School is no longer able to approve the welfare arrangement of the student and the School has taken required action after not being able to contact the student.

Lauriston Girls' School Policy

Lauriston Girls' School takes its student duty of care and welfare responsibilities most seriously and is committed to providing the necessary resources to ensure compliance with all relevant laws and regulations. The school must be provided with supportive evidence of students undertaking study from Years 5 to 12 that they will be accompanied by a parent on a Subclass 590 Student Guardian Visa.

It is our policy that:

- All overseas students enrolled at the School, irrespective of age must live with a Parent on a Subclass 590 Student Guardian Visa for the duration of their enrolment.
- A copy of the parent's Subclass 590 Student Guardian Visa is held in the student's file.
- The School will maintain up-to-date records of the student's residential address and welfare (PRISMS) and ensure appropriate notifications are made where there has been a change to the student's accommodation and welfare arrangements (eg: Year 9 Howqua Residential Campus).
- Appropriate procedures are in place for managing a critical incident. (Refer to [Overseas Student Critical Incident Policy](#)).
- Appropriate complaints and appeals processes are in place. (Refer to [Overseas Student Complaints and Appeals Policy](#)).
- Police and other state or government agencies are notified in relation to welfare concerns where required.

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Confirmation of Appropriate Accommodation and Welfare (CAAW)

For all Year 9 overseas students, the school will lodge a CAAW letter with the Department of Home Affairs (via PRISMS) and a copy will be issued to overseas students' parents during Term 4 of Year 8.

Where the School issues a CAAW for a student under the age of 18 years, the School accepts responsibility for approving the student's accommodation, support, and general welfare arrangements. These responsibilities are non-delegable, and the School will not outsource or contract out these responsibilities to another party. As a student lives with their parent on a Subclass 590 Student Guardian visa, a CAAW is only required when the student attends the Year 9 residential campus at Howqua. The Principal or delegate has the responsibility for nominating the dates for which the School accepts responsibility for approving the students' accommodation, support and general welfare arrangements. The school will ensure the CAAW letter clearly states the dates in which the school accepts responsibility for approving the student's accommodation, support, and general welfare arrangements.

The CAAW letter must cover a period of at least 7 days prior to the enrolment start date, up until the student turns 18 years, or at least 7 days after the enrolment end date if the student turns 18 years after completing the course.

Where a student is transferring either to or from another registered provider, the school will ensure that there is no gap in the student welfare arrangement.

Student Welfare Arrangements

All overseas students enrolled at Lauriston (irrespective of age) are required to reside with the parent holding a Subclass 590 Student Guardian visa while the student is undertaking study at Lauriston, except for when the student is attending the Year 9 Howqua Residential program.

Student Accommodation Arrangements

All overseas students undertaking study at Lauriston Girls' School must have adequate accommodation arrangements in place with their parent on a Subclass 590 Student Guardian visa prior to commencement of enrolment.

Student Accommodation Arrangements for Year 9 Howqua students

All Year 9 Lauriston Girls' School students attend the Howqua program and reside on the campus for periods of approximately five weeks at a time during Terms 1 to 4. The Year 9 students return to Melbourne approximately every five weeks and reside with their parent(s) for 4 to 6 days before returning to the Howqua campus. The Year 9 students return to Melbourne for all scheduled school vacation periods and reside with their parent(s). Term Dates can be viewed [here](#).

School Responsibilities

- The school will not delegate, outsource or contract out the responsibility for verifying and approving the Howqua accommodation and providing support and general welfare arrangements for students who are under 18 years old.

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- Year 9 students are supported by VIT registered teachers when residing on the Howqua campus. Outdoor Program Instructors are either VIT registered teachers or they have a Working with Children Check (WWCC). Additional evening duty supervisors are either VIT registered teachers or they have a Working with Children Check.
- During the nominated dates when Year 9 students reside at the Howqua campus, the school is responsible for the accommodation and general welfare arrangements of overseas students.
- Year 9 Howqua students remain on the campus and are fully supervised when they participate in Outdoor Program or travel to Mansfield or Jamieson for recreational or community service activities.
- In circumstances where a Year 9 student must return to Melbourne because of illness, injury or wellbeing concerns, the parent (on a Subclass 590 Student Guardian Visa) will be contacted and arrangements made for the student to reside with this parent until their return to the Howqua campus.
- In the event of the school not being able to contact a student and/or locate a student following a critical incident, or where the School has serious concerns in relation to the student's welfare, the School will make all reasonable efforts to locate the student, including notifying Police and other relevant state and commonwealth agencies as soon as practicable.

School Notification to the Department of Home Affairs and PRISMS of Accommodation and Welfare Changes

- The school will advise the Department of Home Affairs of the Term Dates when the student is being cared for by the parent.
- The school will notify PRISMS within 24 hours when the student is being cared for by the parent.

Notifying the School of Accommodation or Welfare Changes

A student must live with their parent on a Subclass 590 Student Guardian Visa, the only exception to this is when the student attends the Year 9 Howqua Residential Program. The school must be notified of any change in the student's residential address in Melbourne within 7 days of the changed address.

Student Visa Reporting Requirements

The school is obligated to notify the Department of Home Affairs, (via PRISMS) of any changes to the student's accommodation and welfare arrangements as soon as practicable, Inclusive of when the student will be participating in the Year 9 Howqua Residential Program. When a student is not residing at the Year 9 Howqua Program the student will live with their parent on a Subclass 590 Student Guardian Visa.

Records Management

Please see the [Consistent Record Keeping for Each Accepted Student Policy](#)

Breach of Policy

The school will consider each breach of the policy in the context in which it has occurred and determine the relevant severity of the breach. A serious breach may result in disciplinary action, up to and/or including termination of enrolment or employment.