

Accommodation and Welfare Policy

International Student Program

Statement

Ipswich Girls' Grammar School including Ipswich Junior Grammar School (the School) Overseas Student Transfer Policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course; or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

The Accommodation and Welfare Policy is available on the School website and in the International Student handbook at <https://iggs.qld.edu.au/why-iggs/international/international-policies-and-forms/>.

Scope

This policy applies to school staff, agents, international students and their parents/legal guardians.

Responsibility

The Principal & CEO has the primary responsibility for this policy.

The following staff are responsible for ensuring compliance with this policy:

- Deputy Principal
- Dean of Students
- Head of Boarding
- Enrolments Registrar

Care for younger students under 18 years

The school is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of the registration obligations the school must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

This includes requirements under:

- the [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)
- [Child Protection Act 1999](#)
- the [Education \(Non-State Schools Accreditation\) Regulation 2017](#)

These obligations include ensuring that all overseas students under 18 years of age are given age-and culturally-appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

The School has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

In addition to the School’s responsibilities under the 2018 National Code, ESOS legislation and Queensland child protection legislation, there are student visa conditions and prescribed responsibilities that apply to enrolment of younger overseas students under the age of 18 years. These include:

- Student visa condition 8532
- [Education Provider responsibilities](#) required by the Department of Immigration

If a student is under 18 years of age, the following visa condition applies:

Please visit this link to review student visa conditions: https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions		
Condition number	Who this applies to	Description
8532	All students	<p><i>Students younger than 18 years of age, must have accommodation and support, and the general welfare must be maintained for the duration of the student’s stay in Australia.</i></p> <p><i>To maintain the student welfare, students must stay in Australia with:</i></p> <ul style="list-style-type: none"> • <i>student parent or legal custodian</i> <i>or</i> • <i>a relative who has been nominated by the student’s parents or custodians who is aged over 21 and is of good character</i> <i>or</i> • <i>have accommodation, support and general welfare arrangements in place that have been approved by the School – Boarding House</i> <p><i>Students must not change arrangements without the written approval Ipswich Girls’ Grammar School including Ipswich Junior Grammar School.</i></p> <p><i>If the student welfare arrangements are approved by the School students must not travel to Australia until the welfare arrangements start.</i></p>

Responsibilities for ALL overseas students under 18 years of age

The School keeps up to date records of students’ current contact details as required.

Contact details required for an accepted student of a registered provider, under s19(1)(a) of the ESOS Act 2000 are prescribed in s9(a) and (f) of the ESOS Regs 2019 are:

- (a) the student’s residential address, phone number and email address;
- (f) if the student is less than 18 years old:
 - the name, residential address, phone number and email address of a person other than the provider who has legal authority to act on the student’s behalf; and
 - the relationship of the person to the student (for example, parent or guardian)

Accommodation and care options for overseas students under 18 years

The School approves the following accommodation and care options for overseas students:

The student will live with a parent or relative approved by the Department of Immigration.

The [Student Guardian Visa \(subclass 590\)](#) is issued for the same length of time as the nominating student or until the student turns 18 years of age.

Responsibilities of the student guardian visa holder are currently outlined on the webpages:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590#HowTo>

and

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18> .

In this case:

- The School does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.
- If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
 - not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
 - advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

The School requires holders of Student Guardian Visas to:

- Maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- Immediately advise the School of any change to address or contact details
- Immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If the student is being accompanied by an adult with a student guardian visa and the school becomes aware that the guardian intends to leave the country without the student the following applies:

- The School notifies the parent / visa holder *by letter* that the School is aware of the visa condition regulating departure from the country, and that, in the event of there being compelling circumstances for leaving the country, the parent / visa holder should contact the School to discuss:
 - The circumstances
 - Approved accommodation for the student – Boarding House during school term and UIL approved homestay during school holiday periods
 - The details and start and end dates of these arrangements.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

The student will live in school approved accommodation and welfare arrangements and the School will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by the School for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

- School Boarding House

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 the school'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 nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- The school has notified the Department of Home Affairs (Immigration) 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.

Any accommodation, welfare and other support arrangements for the student must be approved by the School, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate. Please visit <https://www.bluecard.qld.gov.au/> for further information on blue cards.

Any changes to approved arrangements must also be approved by the school.

If a student cannot be located and the School has concerns for his/her welfare, the School will contact the student's parents/legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within two days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the School as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

For School vacation periods, students under 18 years of age for whom the School has issued a CAAW will:

- return home to parents, or
- student is placed in *UIL Homestay, details of which are organised and recorded by the School, or
- apply for approval to spend the vacation with relatives, or
- apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.

Note: Parents will be required to complete an International Student Travel Form four weeks prior to the School term break to provide information on travel plans for students during this period. This form will be emailed to parents by the Boarding House staff. All travel arrangements must be approved by the School.

Note: Students are not permitted to take time off outside of the School holiday dates. Approval must be granted by the School if a student is requesting to depart for holidays early, prior to the School term finishing or returning after the term has commenced. Only students with Compassionate or Compelling Circumstances as detailed in the Course Duration and Attendance Policy, will be permitted to take time off.

***UIL Homestay / private accommodation arrangements: School vacation periods only**

The Homestay arrangements approved by the School meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- Continuous dates for approved welfare arrangements
- Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering:
 - Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the School
 - Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - Orientation program for families new to provision of homestay services
 - Compliant Homestay risk management strategy, reviewed annually, undertaken by the School/operator of the homestay program
 - Students/homestay families have been advised of emergency contacts for the School during the vacation care/temporary accommodation placement
 - Blue cards as required for adults living in the homestay/private arrangement, other than overseas

Approved By: Dr Peter Britton Principal & CEO	Date: 13 March 2020
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