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Younger International Students Accommodation Arrangements Policy

Source of Obligation	<p>Standard 5.3.3 of the National Code requires the School to take responsibility under the Migration Regulations 1994 (Cth) for approving the accommodation, support and general welfare arrangements for an international student who is under 18 years of age.</p> <p>The School must have and implement documented processes for verifying that the student's accommodation is appropriate for the student's age and needs:</p> <ul style="list-style-type: none"> • prior to the accommodation being approved; and • at least every six months thereafter.
Meriden School's Policy	<p>It is the School's policy to assess younger international students' accommodation arrangements through:</p> <ul style="list-style-type: none"> • physical home inspection (by the School or by its nominee, Oz Homestay) • student interviews • student surveys (half yearly)
Approval of Accommodation	<p>A younger international student's accommodation must be approved by the School prior to the student residing at the accommodation.</p> <p>The student's accommodation must be:</p> <ul style="list-style-type: none"> • suitable to reside in • a safe, supportive and welcoming environment • kept clean and tidy • able to access a shared bathroom or private bathroom • able to access a form of heating in the winter and a form of cooling in summer. <p>The School does not accept students in homestay accommodation, unless approved at the discretion of the Principal.</p> <p>For homestay accommodation to be approved as suitable accommodation for our younger international students to reside in, the School's nominee completes a New Host Family Suitability Checklist.</p>

It is the School's policy that to be eligible for a homestay arrangement, the international student must be at least 15 years of age at the time of commencing the homestay accommodation. In some cases the Principal may approve a homestay arrangement for a child under 15 years of age.

The School and/or its nominee conducts a site visit to inspect the premises where an international student is residing prior to the student's placement, and at least every six months, to verify that it is appropriate for the international student's age and needs. This process also includes consultation with the student about their experience in the accommodation to date.

Homestay Requirements

For homestays to be approved by the Principal, the homestay must:

- sign a written agreement with the School
- have a safe, secure, private bedroom for the student's sole use that is appropriate to the age and needs of the student with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes
- be clean and have appropriate furnishings suitable for a family and students
- include access to a shared or private bathroom, with reasonable time allowed for showers
- include access to kitchen, living areas, laundry facilities and shared areas of the home
- have some form of heating in winter, if required, and some means of cooling in summer
- provide students with any keys, alarms or passwords required to have free access to the homestay residence.

Additionally, the School must:

- have appropriate processes for recruitment and screening homestay families
- ensure that all adults residing at any homestay premises have current Working with Children Checks as required by the appropriate state/territory regulatory body
- provide the homestay provider with appropriate information regarding their responsibilities and emergency contact details for both the School and the parents of the student
- have processes to verify that the accommodation is appropriate to the student's age and needs prior to the placement, and at least every six months
- verify the suitability of the homestay accommodation through a site visit (unless the particular homestay has been verified by a site visit in relation to another student in the previous three months)
- conduct assessments of the homestay with access to all areas of the homestay premises for the purposes of checking compliance with the homestay standards required by the School
- ensure that host families have appropriate insurance policy cover for students residing in their home
- ensure that there is regular training of host families
- ensure that there is a 24-hour emergency number that all stakeholders can contact in the event of an emergency
- maintain regular contact with host families, students and School staff as required.

Host Family Requirements

The School requires each host family to agree to a number of requirements prior to hosting a younger international student. Host families are required to:

- provide a safe and welcoming homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in family-related activities
- provide an orientation within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends
- orientate students to the local area including public transport and getting to and from the School, the location of the shops, doctors or medical facilities and recreation areas
- ensure that the student is aware of emergency numbers including 000, the location of police stations and Australian laws pertaining to under 18 year olds
- ensure that the student is appropriately supervised at all times throughout the duration of residing in the homestay including:
 - maintaining suitable supervision of students outside of school hours
 - monitoring the student's general welfare including the student's social activities
- attend interviews with School staff at enrolment, parent meetings and as required by the School
- contact the School regarding any student welfare, academic progress and attendance issues
- assist and support the student's attendance at the School and support the completion of homework assignments where required
- assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the School of any medical issues.

Host Family to Notify the School

A host family must notify the School or its nominee at least two weeks in advance, or as soon as practicable, of any change of circumstances, including:

- if the host family proposes to materially change the homestay residence in a way that will affect their ability to meet the homestay residence requirements
- if the host family is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods
- if the host family intends to change address or contact details
- if the student fails to reside in their approved address at all times or intends to move.

If an International Student Turns 18

If an international student turns 18 while enrolled at the School, the School's Confirmation of Appropriate Accommodation and Welfare (CAAW) responsibility will cease.

Additionally, the requirements under Standard 5 of the National Code and this policy will no longer apply.

If an international student turns 18 while enrolled in the final period of their course, the School may decide to apply a condition on their enrolment in the course, requiring the international student to continue to reside in the approved accommodation until the completion of the course. This will be made clear in an amended and signed written agreement or enrolment contract.

Record Keeping The School maintains evidence of compliance with this policy by maintaining records of activities undertaken by the School in accordance with this policy, any

written agreements entered into by the School and copies of all CAAW letters. Records will be maintained in accordance with our **International Students Records Management and Retention Policy**.