



# International Students

## Younger International Students Policy

<b>Source of Obligation</b>	Standard 5.1 of the National Code requires that where the School enrolls an international student who is under 18 years of age, it must meet the Commonwealth, state, or territory legislation or other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction(s) in which it operates.
<b>CAAW Letter Definition</b>	The term “CAAW Letter” means the document, in the form of a letter, issued by the School, to an international student under the age of 18, evidencing that the School approves of an international student’s arrangements for accommodation, support and general welfare and the dates for which the School’s approval is given.

<p><b>Needs of Younger International Students</b></p>	<p>The School is not registered on CRICOS to provide an ELICOS course.</p>
<p><b>Meriden School's Policy</b></p>	<p>It is the School's policy to ensure continuous compliance with Commonwealth and state or territory legislation and regulatory requirements, and common law requirements relating to child welfare, child protection and student duty of care requirements as they apply to our international students.</p> <p>The School meets our legal and regulatory student welfare and child protection obligations through our:</p> <ul style="list-style-type: none"> <li>• Child Protection Policy and Procedures (All School)</li> <li>• Working with Children Check Policy and Procedures (All School)</li> <li>• Staff Code of Conduct (All School)</li> <li>• Student Welfare Policy and Procedures (Junior School)</li> <li>• Discipline and Behaviour Management Policy and Procedures (Junior School)</li> <li>• Discipline Policy (Senior School)</li> <li>• Student Behaviour Management Plan (Senior School)</li> <li>• Student Code of Behaviour Policy (Senior School)</li> <li>• Pastoral Care and Student Welfare Policy and Procedures (Senior School)</li> <li>• Anti-Bullying Policy and Procedures (Senior School)</li> </ul>

	Please contact the Director of Compliance for information on these policies.
<b>Age-and-Culturally Appropriate Information</b>	<p>Under Standard 5.2 of the National Code, the School must ensure that international students under 18 years of age are given age-and-culturally appropriate information on:</p> <ul style="list-style-type: none"> <li>• who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the School</li> <li>• seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.</li> </ul> <p>In the event of emergency situations, the School ensures that all international students under 18 years of age enrolled at the School are provided with emergency contact numbers for:</p> <ul style="list-style-type: none"> <li>• the Principal</li> <li>• the School</li> </ul> <p>International students are provided with information on how to seek assistance and how to report any incident or allegation involving actual or alleged sexual, physical or other abuse.</p> <p>All international students are provided with information on how to contact:</p> <ul style="list-style-type: none"> <li>• the Principal</li> <li>• the Registrar</li> </ul>

This emergency contact information, as well as information on how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse, is provided to our international students in an age and culturally appropriate way:

- in the international student manual
- during the orientation process
- by the International Student Coordinator, as required

### **Accommodation, Support and General Welfare Arrangements**

Under Standard 5.3, where the School takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who is under 18 years of age, the School:

- nominates the dates for which the School accepts responsibility for approving the student's accommodation, support and general welfare arrangements and advises the Department of Home Affairs of the dates in the form required
- ensures any adults who are involved in, or who provide, accommodation and welfare arrangements to the student, other than the parent or sibling of the student, have appropriate Working with Children Checks in accordance with the School's Working with Children Check Policy and Procedures.
- implements documented processes for verifying that the student's accommodation is appropriate to the

student's age and needs, in accordance with our **Younger International Students Accommodation Arrangements Policy**

- includes, as part of the School's **International Students Critical Incidents Response Policy** under Standard 6 (International student support services), a process for managing emergency situations and when welfare arrangements are disrupted for students under 18 years of age
- maintains up-to-date records of the student's contact details outlined in Standard 3.5, including the contact details of the parent(s), legal guardian(s) or any adult responsible for the student's welfare
- advises the Department of Home Affairs, in the form required by the Department:
  - as soon as practicable if the student will be cared for by a parent or nominated suitable relative approved by the Department of Home Affairs and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required
  - within 24 hours if the School is no longer able to approve the student's welfare arrangements
- has documented policies and processes for selecting, screening and monitoring any third parties engaged by the School to organise and assess welfare and accommodation arrangements. For more information, refer to our **Welfare and**

	<p><b><u>Accommodation Selecting, Screening and Monitoring Policy</u></b></p> <ul style="list-style-type: none"> <li>issues a CAAW Letter to the Department of Home Affairs where homestay accommodation will be provided to an international student.</li> </ul>
<b>Working with Children Checks</b>	<p>If the School takes on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements, it must ensure that all adults who provide accommodation (including homestays) and welfare arrangements for an international student, must hold a current Working with Children Check, unless they are a parent or sibling of the international student</p> <p>This requirement applies even if a person would otherwise be exempt from the need to have a WWCC under Working with Children Check legislation (for example because they are a parent of another student at the School and provide a homestay as a volunteer).</p>
<b>The School No Longer Provides Welfare Arrangements</b>	<p>Under Standard 5.4, if the School is no longer able to approve the welfare arrangements of an international student, the School must make all reasonable efforts to ensure that the student's parents/legal guardians are notified immediately.</p> <p>The Head of Student Wellbeing (Senior School) or Dean of Academic Care (Junior School) will notify the parents/legal guardians of the international student via email or phone if the School can no longer approve the</p>

	welfare arrangements of an international student.
<b>Missing Younger International Students</b>	<p>Standard 5.5 requires that, if the School is unable to contact a student and has concerns for the student's welfare, the School must make all reasonable efforts to locate the student, including notifying the Police and any other relevant Commonwealth, state or territory agencies as soon as practicable.</p> <p>For more information, refer to our <b><u>Missing International Students Policy</u></b>.</p>
<b>Welfare Arrangements After Suspension or Cancellation</b>	<p>Standard 5.6 requires that, where the School suspends or cancels the enrolment of the international student, the School must continue to approve the welfare arrangements for that student until:</p> <ul style="list-style-type: none"> <li>• the student has alternative welfare arrangements in place approved by another school</li> <li>• care of the student by a parent or nominated suitable relative is approved by the Department of Home Affairs</li> <li>• the student leaves Australia</li> <li>• the School has notified the Department of Home Affairs under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements, or under Standard 5.5 that it has taken the required action after not being able to contact the student.</li> </ul>

For more information about the suspension and cancellation of enrolment processes, refer to our **Deferring, Suspending or Cancelling an International Student's Enrolment Policy**.

Before terminating the CAAW for the student, the School must ensure that the student has new welfare arrangements formally in place. The international student must provide a letter from another registered provider, or their parents/ legal guardians/nominated suitable relative confirming that they will take responsibility for the international student's welfare arrangements and the date from which the new arrangements will commence.

Where an international student's parent/legal guardian or nominated suitable relative is planning to look after the international student for a short period of time, such as a holiday, the School may decide to continue their CAAW arrangements, rather than terminate the CAAW.

The School may decide to terminate a CAAW where it can no longer take responsibility for the international student due to events, such as:

- the international student refuses their accommodation or leaves their accommodation without notice
- after the School has exhausted all possible avenues of assisting the international student to maintain appropriate arrangements
- the accommodation provider becomes unable to maintain arrangements



- the international student's enrolment is suspended or cancelled
- the international student goes missing from their accommodation and cannot be found or contacted, even after the School has implemented our **International Students Critical Incident Response Policy**.

In the situations listed above, the School must report the international student within 24 hours using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter in PRISMS. This may lead to cancellation of the international student's visa by the Department of Home Affairs for breaching Visa condition 8532.

Making a report is a last resort option for the School and accordingly, we will make all reasonable efforts to ensure the international student's parents/legal guardian are notified immediately if we can no longer take responsibility for the international student's welfare.

### **Younger International Student's Outbound Transfer**

If a younger international student has requested a transfer from the School to another registered provider, in addition to complying with the requirements of Standard 7 of the Code and our **International Student Transfers Policy**, the School must receive written confirmation from the international student's parent or legal guardian that supports the transfer.

## **Younger International Student's Inbound Transfer and Welfare Arrangements**

Where the School has enrolled a younger international student who is transferring to the School from another registered provider, we must negotiate the transfer date with the releasing provider to ensure that there is no gap in welfare arrangements.

We may be required to issue a CAAW letter covering the transition from one accommodation arrangement to another.

The Registrar will negotiate the transfer date with the releasing provider.

Where the younger international student is not being cared for in Australia by a parent or suitable nominated suitable relative, we must confirm that the School accepts responsibility for approving the younger international student's accommodation, support and general welfare arrangements in accordance with Standard 5. The Registrar will record the confirmation through creating and issuing a new CAAW letter covering the transition of the accommodation arrangements, using PRISMS.

The Registrar will inform the younger international student and their parents/legal guardians of their Visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved by the DHA or return to their home country until the new approved welfare arrangements take place. The Registrar will contact the parents/legal guardians via letter/email..

## **If the Younger International Student Turns 18**

If the international student turns 18 while enrolled at the School, the School's CAAW responsibility will cease.

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

If an international student turns 18 (and is not in the care of the parent) while enrolled in the final period of their course the accommodation, support and welfare arrangements of the student must still be approved by the School. Meriden or its nominee reserves the right to inspect the accommodation to ensure that it is safe and suitable and in the best interest of the student. This requirement applies to all students who are not in the care of the parent, including those students who are over the age of 18 years, as the School wishes to ensure that the students are living in a suitable environment.

## **Welfare Arrangements Approved by the Department of Home Affairs**

If an international student enrolled at the School is under the age of 18, a parent/legal guardian or suitable nominated suitable relative can be nominated to take responsibility for the international student's accommodation and welfare arrangements.

The parent/legal guardian, or nominated suitable relative must have an appropriate visa or have applied for a Student Guardian visa (subclass 590).

The School defines a 'suitable relative' as a person who:

- is a grandparent, brother, sister, aunt, uncle, niece; and
- is nominated by the parent of the applicant or a person who has custody of the applicant, and must be:
  - aged at least 25 years; and
  - of good character; and
  - holds Australian Citizenship or Permanent Residency for the duration of the student's enrolment at the School.

The School is not obliged to follow up where a nominated guardian has been approved by the Department of Home Affairs. However, the School will contact the Department of Home Affairs and the NESA if they become aware that the international student is not being appropriately cared for.

### **Arrangements Accepted by the School**

The School accepts responsibility for the welfare arrangements of all international students who are under the age of 18. These students must only stay in accommodation approved by the School.

The School does not approve an international student's parent, legal guardian or suitable nominated suitable relative as an appropriate welfare arrangement in a CAAW – they must be approved by the Department of Home Affairs.

	<p>If the parent, legal guardian or suitable nominated suitable relative wants to care for an international student on a CAAW, they should apply to be the international student's nominated guardian through the Department of Home Affairs. They must be granted a Student Guardian visa through the Department of Home Affairs.</p>
<p><b>Monitoring Welfare Arrangements</b></p>	<p>The School will monitor the welfare arrangements of international students, including the welfare arrangements where the student is living with a nominated suitable relative under a Student Guardian visa, by conducting :</p> <ul style="list-style-type: none"> <li>• student interviews</li> <li>• student surveys (half yearly)</li> <li>• physical home inspections through the School's nominee, Oz Homestay</li> </ul> <p>The monitoring of welfare arrangements is conducted by the Head of Student Wellbeing and Head of Junior School assisted by the Registrar and/or another delegated staff member.</p> <p>For more information, refer to our <b><u>Younger International Students Accommodation Arrangements Policy</u></b>.</p>
<p><b>Disruption of Welfare Arrangements</b></p>	<p>The School must activate our critical incident policy in emergency situations which may disrupt welfare arrangements without warning. For more information, refer to our</p>

**International Students Critical Incidents Response Policy.**

Records of any critical incident notifications must be maintained in accordance with the School's **International Students Records Management and Retention Policy.**

**Record Keeping**

The School maintains evidence of compliance with this policy by maintaining records of CAAWs and any actions or activities undertaken by the School in relation to this policy including conversations and emails with parents/legal guardians and all letters relating to transfers and welfare arrangements.

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