



THE HUTCHINS SCHOOL

# Younger Overseas Students: Living Arrangements and Welfare Policy and Procedure

Relevant Legislation	National ESOS Code: Standard 5
Commencement Date	June 2015
Last Review Date	February 2020

## 1. Purpose

The purpose of this policy is to address the requirements of Standard 5 of the ESOS National Code, which aims to ensure that appropriate, and approved, living and welfare arrangements have been made for international students enrolling from Kindergarten to Year 6.

## 2. Scope

This policy is applicable to international students enrolled at The Hutchins School.

## 3. Objectives

The objective of this policy is to ensure that appropriate and approved accommodation and welfare arrangements have been made for overseas students referred to in Standard 5 of the National ESOS Code.

## 4. Definitions

(none)

## 5. Policy Statement

The Hutchins School enrolment policy requires that all international students in Years K to 6 who require a visa should have one of their parents residing in Hobart. Boarding students are not permitted until Year 7 (an exception for Year 6 level students may be where an older brother is also residing within Burbury House – the school's boarding residence. Entry of a Year 6 boarder needs to be approved by the Deputy Headmaster and the Director of Boarding).

International students in Years 7 to 12 who require a visa and do not have a parent residing in Hobart will live in Burbury House to ensure the safety, pastoral and academic care of each student is provided. There are exceptions to this: where legally binding arrangements exist, the School may agree to allow an alternative arrangement whereby the student resides with a direct family member over the age of 21 years. This arrangement must be approved by the Deputy Headmaster.

Students in Burbury House are accommodated in twin-share style rooms. Single rooms are allocated to boys in the senior Years (Year 12) and where space permits to Year 11 students. Please refer to the Boarding House handbook provided.

The School's catering service provides a familiar diet for boys from other countries whilst also catering for specific dietary requirements.

As part of our commitment to Safeguarding Children, all staff at The Hutchins School are required under Tasmanian law and by The Hutchins School to ensure they meet the requirements of the Department of Justice, Tasmania in respect to working with Children and Young People – see: [http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

The focus of a student's education at The Hutchins School is directed towards his membership of a Christian learning community providing a balanced and holistic education in a safe, supportive and encouraging environment. This focus along with the School's duty of care could be compromised if international boarders were permitted to spend significant time off campus involved in activities other than those for which they have enrolled. It is therefore recommended that an international student does not engage in part time or casual employment whilst they are enrolled at The Hutchins School unless specific approval has been provided by the Deputy Headmaster and in agreement with Director of Boarding. This recommendation is in place to ensure that the student's welfare is not compromised by outside pressures – and that the student is able to focus his energies on his academic studies and extra-curricular school based commitments. A student's academic progress is a condition of maintaining their student visa.

### **School Holiday Arrangements and Homestay**

The Boarding House closes at the end of each term.

In vacation periods when the Boarding House is closed, boarders are required to return to their parents or reside with a direct family member(s) over the age of 21 years. If, under extenuating circumstances, Burbury House may open over the term break, a minimum of 10 boarders is required, and additional fees will apply. The Hutchins School's preference is for boys to return home and spend some quality and restful time with their families at the end of each term.

The Hutchins School has access to a UTAS Homestay agency to provide pre-qualified homestay accommodation where necessary for students from Year 9 and above, subject to availability, and only if, under

extenuating circumstances, accommodation during school holidays is required. The Hutchins School, through the Head of Boarding, undertakes as part of its homestay procedures, pre-checks and audits of a homestay family's suitability, to ensure that we meet duty of care and legislative requirements for a student under 18 years of age.

The Hutchins School's Head of Boarding and Enrolments offices work closely with homestay families to ensure a safe environment, and acknowledge and retain full responsibility for approving the accommodation, support and welfare for our students. The Head of Boarding will monitor student/parent/guardian satisfaction with homestay arrangements by a questionnaire completed by students and host families. Any concerns will be immediately addressed with the homestay family.

24 hour mobile phone access to a senior Hutchins staff member is provided to parents and families whilst the student is placed in homestay care over any holiday period. Any unexpected changes during the homestay placement are managed and approved by The Hutchins School senior staff and followed up by the Deputy Headmaster and Enrolments Office thereafter.

The Hutchins School is committed to reviewing its homestay procedures each year to best serve the boys and families.

### **Procedures**

Students requiring homestay placements, for school holiday periods, will need to advise the Head of Boarding at least 21 days prior to the end of the upcoming School term, and have this requirement considered by the Head of Boarding and Deputy Headmaster prior to any homestay being approved.

The Hutchins School will require background information from the boy, family and homestay family – to suitably match the student with an appropriate homestay. The Hutchins School has a form to be completed for this purpose.

### **Procedures are outlined below:**

1. Enquiry with Head of Boarding
2. Head of Boarding to assess, counsel alternative options and to discuss if necessary with the Deputy Headmaster.
3. If approved, the Head of Boarding will assist with homestay procedures and form completion, for suitability matching of a homestay for the boy and vice-versa.
4. The Head of Boarding confirms a homestay arrangement and provides Homestay Family Profile and Student's Information to both parties (i.e. student and student's family and homestay family).
5. Checks of completion of 'working with children' requirement has been completed and approved as per Department of Justice, Tasmania requirements have been conducted and finalised.
6. Head of Boarding communicates with homestay family in regard to pick up time and location (from boarding house residence), and dates for return to boarding house, for re-commencement of school and provided all contact details for after-hours emergency or crisis purposes.

7. If a student or homestay family needs to contact the School during their homestay period, they contact the nominated 'on call' staff member of The Hutchins School, as noted on the student's and the Homestay family's paperwork, provided for the period of the homestay provision – where required, this nominated staff member will contact the Senior Staff Member of The Hutchins School (24 hours on call) for crisis situations.
8. Student and families to submit a completed questionnaire at conclusion of homestay.
  - a. The Head of Boarding to assess this questionnaire and record any action, if required. Note that this questionnaire is prepared by Head of Boarding and may vary from term to term, to meet the requirements of the student and the period of the homestay provision, and is not a standard questionnaire.
9. Deputy Headmaster to be advised of any issues of the homestay provision.

## **6. Supporting/Related Documents**

(none)

## **7. Record Keeping**

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

## **8. Policy Owner**

Headmaster