



Trustees of Edmund Rice Education Australia,  
Trading as  
**ST JAMES COLLEGE**  
*A Catholic School in the  
Edmund Rice Tradition*



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## ACCOMMODATION AND WELFARE POLICY - INTERNATIONAL STUDENTS

### CARE FOR YOUNGER STUDENTS UNDER 18 YEARS

St James College is a CRICOS-registered provider which enrolls younger students under 18 years of age. As part of its registration obligations St James College 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.

These obligations include ensuring that all overseas student 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.

St James College 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.

### 1. ACCOMMODATION AND CARE OPTIONS FOR OVERSEAS STUDENTS UNDER 18 YEARS

St James College approves the following accommodation and care options for overseas students:

- a. 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.
- b. 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:
  - i. 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
  - ii. Advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

St James College requires holders of Student Guardian Visas to:

- a. Maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- b. Immediately advise the School of any change to address or contact details
- c. 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 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.

**2. THE STUDENT WILL LIVE IN SCHOOL APPROVED ACCOMMODATION AND WELFARE ARRANGEMENTS AND ST JAMES COLLEGE WILL GENERATE THE WELFARE LETTER (CAAW) VIA PRISMS TO ACCOMPANY THE STUDENT'S CONFIRMATION OF ENROLMENT (COE).**

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

- a. Homestay Program operated by International Student Care Australia (ISCA). Please see Additional Information, below.

St James College will maintain approval of accommodation and care arrangements until:

- a. The student completes the course and departs Australia
- b. The student turns 18 years
- c. Any appeals processes in relation to St James College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- d. The student has alternative welfare arrangements approved by another registered provider
- e. A parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- f. St James College 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 St James College, 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 (<https://www.bluecard.qld.gov.au>)

Any changes to approved arrangements must also be approved by the School. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

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. (See Department of Home Affairs (Immigration) office addresses at <http://www.homeaffairs.gov.au/about/contact/offices-locations/australia>.)

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 7 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.

**3. FOR SCHOOL VACATION PERIODS, STUDENTS UNDER 18 YEARS OF AGE FOR WHOM ST JAMES COLLEGE HAS ISSUED A CAAW WILL:**

- a. Return home to parents, or
- b. Continue to live in / is placed in Homestay arranged and approved by the school, or
- c. Apply for approval to spend the vacation with relatives or a friend's family, or
- d. Apply to attend a supervised excursion, camp, etc. if all requirements are met in order to attain school approval.

**4. ACCOMMODATION OPTIONS FOR STUDENTS 18 YEARS AND OLDER INCLUDE:**

- a. It is a condition of enrolment that students over 18 years also maintain school approved accommodation arrangements until the completion of their enrolled course. This includes, that students new to the college, over 18 years will need to live in an approved homestay arranged by International Student Care Australia (ISCA) for the first term and only have approval to live independently if their attendance and course progress meets St James College requirements or,
- b. After completing the first term of studies at St James College, the 18 years and older student may apply to live Independently using the St James College Application to Live Independently form – see International Student Handbook, available at [www.stjamescollege.qld.edu.au](http://www.stjamescollege.qld.edu.au)
- c. All international students, including those over 18 years who have been given permission to live independently, moving to a new address, must inform the school in writing and complete the appropriate forms advising of their new address within 7 days of taking up residence at that new address. Any change in contact numbers must also be provided. Students must advise St James College of the name, address and phone contact details of an Emergency Contact person. Students will be advised in writing, on arrival, of the need to comply with this requirement as a condition of their student visa.
- d. Live in private arrangement requested by a parent.

St James College uses the services of International Student Care Australia (ISCA) to monitor the Homestay and Welfare of International students under the age of 18 and others in Homestay arrangements. More information can be found on their website <http://www.isca.net.au>

ISCA guarantees a personalised service to students who wish to study in Australia and is well placed to provide a completely integrated portfolio of study programs to students, matching each individual student with an appropriate Australian host family. In addition, ISCA's portfolio of services is underpinned by a duty of care for the welfare of the full fee paying 500 visa subclass students while in Australia. In this way, ISCA complements the efforts of St James College in the overall education and cultural exchange for these students.

**5. FOR SCHOOL VACATION PERIODS, THE FOLLOWING ACCOMMODATION OPTIONS ARE AVAILABLE TO STUDENTS 18 YEARS OR OLDER:**

- a. Student returns home to parents
- b. Student continues to live in arrangements for Independent Living, approved by the College and details of which are recorded by the School
- c. Students may spend vacation with friends, family or relatives, provided details are given
- d. Students may travel unaccompanied during vacation periods, provided details are given.
- e. Student may attend a supervised excursion, camp, etc., provided details are given.

**6. HOMESTAY / PRIVATE ACCOMMODATION ARRANGEMENTS AT ST JAMES COLLEGE:**

The Homestay accommodation arrangements approved by St James College 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:

- a. Continuous dates for approved welfare arrangements
- b. 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
  - i. 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

- ii. Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
  - iii. Orientation program for families new to provision of homestay services
  - iv. Compliant Homestay risk management strategy, reviewed annually, undertaken by approved school operator of the homestay program
- c. Blue cards as required for adults living in the homestay, other than overseas students, or who otherwise have regular contact with the student.