



## **Toorak College Younger Years International Student Welfare & Engagement Procedure**

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### ***Reason***

Toorak College believes that student welfare and safety is the most important factor in a student's life. Our Younger Years International students are particularly vulnerable as they are in a new country and in some cases unable to communicate effectively due to the language barrier. They are in the care, generally, of a direct parent or relative or someone that has been approved by the Department of Home Affairs. Whilst these people are deemed to be responsible by Home Affairs it is the responsibility of the College to further ensure their safety and welfare during their time as a 'Younger Years International.' For this reason the College has implemented procedures to help identify any areas of concern. The National Code standards 5 and 6 requires providers monitor the welfare and living arrangements and the services provided to support the student to ensure they remain safe and have continuous access to support services that ensure their progress.

Applies to all Younger Year International students. (Year 5 & 6)

### ***Statement of Procedure***

#### **Student Welfare & Engagement**

- a) Toorak College will engage in regular visits (as per national code requirements) to the residence of the Younger Years International student. This is to ensure that the student has an adequate and safe environment to live and to ensure that development and learning is not impeded.
- b) Toorak College will produce reports immediately after each visit.
- c) Toorak College will contact the Department of Home Affairs if they deem the living arrangements of the student is unsuitable. Toorak College will take advice from the Department of Home Affairs.
- d) If the residence and/ or living arrangements are deemed to be inappropriate for the fundamental safety and welfare of the student the parent or guardian will be counselled immediately with steps provided to rectify the situation with the guidance of the Department Home Affairs.
- e) A timeline outlining when the situation needs to be rectified will be provided to the parent or guardian with the advice given by the Department of Home Affairs
- f) Students academic performance and attendance will also be monitored and will follow the *Toorak College International Student Course Progress and Attendance Policy*. Any concerns will be addressed with the parent or guardian immediately and if the situation is not rectified Toorak College will advise the Department of Home Affairs.
- g) Classroom teachers will monitor the progress and welfare of their student and advise if there are any concerns.

#### **Support for Parent / Guardian**

- a) Parents / Guardian of the Younger years International Student will be provided with an Information Pack pre-arrival. This pack will contain information on Toorak College, contacts both in and out of the College that can assist the parent / guardian and the student.
- b) Parents / guardians and students will be given an orientation program by the college upon arrival. This will be delivered by the Director of International Education and an interpreter to ensure each person understands the information being given. This will include all of the information required in Standard 6 of the National Code as well as information about the local and surrounding areas.
- c) Toorak College will provide Interpreter services where necessary to ensure communication is open and continuous. The contact details of this person will be given to the parent or guardian in the orientation program.

- d) Support will be given to the parent or guardian when arriving in Australia in choosing an appropriate residence.

### ***Supporting Documents***

International Students Policy

The Education Services for Overseas Students (ESOS) Act 2000

The National Code of Practice 2018

Toorak College International Student Course Progress and Attendance Policy.

Guardianship Policy - Younger Years Internationals