



Overseas Students: Accommodation and Welfare Policy

Cranbrook School (the School) is committed to the care and wellbeing of all students. This Policy sets out the requirements for Overseas Students in relation to their accommodation and welfare, and the monitoring of such by the School.

Rationale

Standard 5.3.7 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code) requires that where the School takes on responsibility under the Migration Regulations 1994 (Cth) for approving the accommodation, support and general welfare arrangements for a student under 18 years of age, the School must have documented policies and procedures for selecting, screening and monitoring any third parties engaged by them to organise and assess welfare and accommodation arrangements.

Cranbrook School's Policy

It is a condition of the Student Visa (condition 8532) that Overseas Students under 18 years of age must maintain adequate welfare and accommodation arrangements while studying in Australia.

It is also a condition of enrolment at Cranbrook that Overseas Students over 18 years of age also maintain welfare and accommodation arrangements approved by the School.

Accommodation Options

Overseas Students enrolled on a Student Visa in Kindergarten to Year 6 must live in Sydney with at least one parent.

Overseas Students enrolled on a Student Visa in Year 7 to Year 12 may live in Sydney with at least one parent.

All Overseas Students enrolled on a Student Visa in Years 7 to 12 not living with a parent must live in one of the School's Boarding Houses.

Cranbrook does not enrol Overseas Students wishing to live in homestay accommodation, or with relatives other than a parent.

Any change to accommodation arrangements must be agreed in advance by the School.

These requirements continue to apply to Overseas Students enrolled at the School even after that Overseas Student turns 18 years of age.

Living with Parents

Where an Overseas Student is living in Sydney with at least one parent, that parent or parents take responsibility for the accommodation and welfare arrangements of the student.

In this case the School does not provide a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) letter for the Overseas Student.

The School monitors the living arrangements of Overseas Students who live in Sydney with at least one parent as follows:

- Details of the proposed living arrangements must be provided by the parent(s) to the School in writing, including address, confirmation of legal right of occupation (eg evidence of ownership or lease), details of others residing in the accommodation (including ages and connection to the Overseas Student) and the bedroom and bathroom

facilities available to the Overseas Student. The School may request photographs and/or a home visit at its discretion.

- Details must be provided and approved by the School at least 14 days prior to the parent(s) being absent from Sydney while the Overseas Student is studying at the School, so that the School is aware of how the Overseas Student is being cared for in the absence of the parents; and
- Details of arrangements for how the Overseas Student will spend his holiday periods must be provided to the School in advance, in accordance with the section headed Holiday Periods below;
- The Overseas Student will be asked about their accommodation as part of the completion of the formal Term Update Form for Overseas Students; and
- If any concerns are raised regarding the accommodation or welfare of the Overseas Student, through day to day monitoring of the Overseas Student or through any other credible source, the Housemaster (Senior School) or Class Teacher (Junior School) will investigate the Overseas Student's accommodation and welfare arrangements to ensure that these are suitable. This may include an interview with the Overseas Student, interview with the parent(s) and/or a home visit, and may also involve the Director of Students (Senior School) or Deputy Head - Student Wellbeing P-6 (Junior School). Any intervention identified as necessary or desirable by this investigation will be implemented.

Where there are other adults living in the accommodation with the Overseas Student and their parent(s) who are not immediately family members of the Overseas Student, valid and up to date Working With Children Checks will be required for such other adults.

Boarding

If an Overseas student enrolled at the School in Years 7 to 12 is not living in Sydney with at least one parent, they are required to live in one of the School's two Boarding Houses.

In this case, the School is responsible for the accommodation and welfare arrangements for the duration of the Overseas Student's enrolment at the School.

For Overseas Students who reside in the Boarding Houses, the School will issue for the student a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) upon enrolment, which will be required for the application for a Student Visa.

Welfare responsibilities for the Overseas Student will commence from the date shown on the CAAW issued to the parents. The Overseas Student must not arrive in Australia before the date on the CAAW unless the School has been advised at least seven days before arrival and has approved in writing an earlier arrival.

Evidence of the Overseas Student's arrival date must be provided to the School if requested, for example, a copy of an airline ticket.

The Boarding Housemaster coordinates all boarding student term departures and arrivals, in conjunction with parents and nominated guardians.

The CAAW also nominates the date on which the School will cease responsibility for the Overseas Student's accommodation and welfare arrangements. This date will be at least seven days subsequent to the completion of the Overseas Student's enrolment.

Holiday Periods

Parents must inform the Overseas Student's Housemaster (Senior School) or Class Teacher (Junior School) of accommodation arrangements for the Overseas Student during non-term time.

If Overseas Students are not returning to their parents or nominated guardians for term or other holidays, the parents must make this notification at least one week before the Overseas Student's departure so that all necessary documentation can be completed. Written permission of the parents for all hosts other than the parent or nominated guardian must be provided. Unless the host is the parent of another Cranbrook School student or a family member or

close family friend of the Overseas Student, a valid Working With Children Check clearance (or local equivalent) must be held by the host and details provided to the School.

Nominated Guardians

The School requires Overseas Students who are boarding at Cranbrook to have an approved nominated guardian. A nominated guardian is also required if the Overseas Student lives in Sydney with at least one parent however neither parent is proficient in English.

A suitable relative or family friend is able to be the Overseas Student's nominated guardian. The nominated guardian is expected to be someone known to the Overseas Student.

The School must approve the appointment of the proposed nominated guardian. Parents and nominated guardians are required to complete the *Guardianship Form*.

To be approved the nominated guardian must:

- live in Sydney;
- be at least 25 years of age;
- have proficiency in spoken and written English; and
- attend interviews and meetings at the School on behalf of the parents should any concerns arise during the Overseas Student's enrolment at the School.

The nominated guardian must also hold a valid Working With Children Check clearance and provide the details of this clearance to the School.

The nominated guardian must be approved and appointed prior to the Overseas Student commencing at Cranbrook.

Any change to the nominated guardian at any time requires approval by the School.

Any change to the contact details for the nominated guardian must be provided to the School immediately.

Welfare and Support

An orientation program is conducted for all new students at Cranbrook. For students commencing at the start of intake years there is a general program in the prior year. For students commencing in non-intake years, or other than at the start of a year, individual orientation programs are conducted.

An additional age appropriate and culturally sensitive orientation program is implemented for Overseas Students. This is conducted by the Housemaster (for Senior School students) or by the Class Teacher (for Junior School students). This includes regular individual interviews to assess and monitor the Overseas Student, at least in the initial period of commencing the School. These records are retained on the Overseas Student's file.

All Overseas Students participate in the relevant Junior School or Senior School pastoral care program at the School and their welfare is also monitored in accordance with this program. All boarding students also participate in the Boarder's Wellness Project.

Regular email contact is maintained by the Boarding Housemaster with parents of Overseas Students in the Boarding House.

Where the Housemaster/Class Teacher has any concerns about the welfare of an Overseas Student, or has been advised of any such concerns by another member of staff or other credible source, the Housemaster/Class Teacher will contact the Overseas Student's parents in a timely manner. If the parents cannot be contacted, or are not proficient in English, the Overseas Student's nominated guardian will be contacted.

As well as support provided by all teaching staff, support services also are provided through the School Psychologists, the Health Centre and Learning Support staff. These services are provided at no cost.

Official Points of Contact for Overseas Students

The official points of contact for full fee paying overseas students are:

- Prior to commencement, the Director of Admissions;
- Subsequent to commencement:
 - For Junior School students, the Deputy Head– Student Wellbeing P-6
 - For Senior School students who are boarders, the Boarding Housemaster and the Director of Boarding
 - For other Senior School students, their Housemaster.

Emergency Contacts and Abuse Notifications

Under Standard 5.2 of the National Code, the School must ensure that Overseas Students under 18 years of age are given age and culturally appropriate information on:

- Who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the School; and
- Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

In the event of an emergency, the School ensures that all Overseas Students are provided with emergency contact numbers for:

- Senior School students :the Director of Boarding and Master on Duty (for Boarding students), the Director of Students and the Director of Student Wellbeing;
- Junior School students: the Deputy Head, Student Wellbeing P-6.

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 Overseas Students in an age and culturally appropriate way in overseas student orientation meetings.

Notification of Change to Accommodation Arrangements

The Director of Admissions informs the Department of Home Affairs in the event that a student under 18 changes his living arrangements or the School no longer approves the arrangements for the student through PRISMS.

Monitoring and Assessing Accommodation and Welfare Arrangements

For students residing in one of Cranbrook’s Boarding Houses, the monitoring, assessing and approval of accommodation and welfare arrangements are those applied to the Boarding Houses and School generally, including addressing child protection and local council requirements. Regular inspections of the Boarding accommodation occurs to ensure the Boarding House environment is safe and suitable for students are conducted by the Director of Boarding and the Facilities Manager.

All adults who living in the Boarding House, whether or not they are staff of the School, are required to have valid and up to date Working With Children Checks.

Monitoring and assessing accommodation and welfare arrangements for students living with at least one parent in Sydney are outlined in the section Living with Parents above.

The welfare of all students at the School is also monitored by Housemasters and Mentors (Senior School) and Class Teachers (Junior School) on an ongoing basis through the pastoral care programs. Disruption of Accommodation and Welfare Arrangements

The School must activate the Critical Incident Management Plan in emergency situations which may disrupt welfare arrangements without warning. See the [Overseas Students: Critical Incidents Response Policy](#).

Records of any critical incident notifications are maintained in accordance with the School's [Overseas Students: Records Management and Retention Policy](#).

Record Keeping

The School maintains evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the School. Records will be maintained in accordance with the [Overseas Students: Records Management and Retention Policy](#).

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