



Younger Overseas Students

Calrossy Anglican School is a CRICOS registered provider which enrolls younger students under 18 years of age. Calrossy must meet Commonwealth and State legislation relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

The School meets our legal and regulatory student welfare and child protection obligations through the policies and procedures in our Boarding policies, Child Protection Policy and other school policies.

Age and Culturally appropriate information

Under Standard 5 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
- 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 under 18 years of age enrolled at the School are provided with emergency contact numbers for:

- the Overseas Student Coordinator
- the Boarding House
- another nominated person deemed appropriate by the School.

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 our induction processes.

Accommodation, support and general welfare arrangements

In accordance with Standard 5 of the National Code of Practice, 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 (DHA) of the dates in the form required,
- ensures any adults involved in, or providing, accommodation and welfare arrangements to the student have appropriate Working with Children and National Police Check clearances in accordance with the School's Child Protection Policy,
- implements documented processes for verifying that the student's accommodation is appropriate to the student's age and needs,
- includes, as part of the School's Critical Incidents Response Policy under Standard 6 (Overseas 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, including the contact details of the parent(s), guardian(s) or any adult responsible for the student's welfare in accordance with our students records management procedures and Retention Policy,
- advises the DHA, in the form required by the department:
 - as soon as practicable if the student will be cared for by a parent or nominated relative approved by the DHA 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

If the School is no longer able to approve the welfare arrangements of an overseas student, the School must make all reasonable efforts to ensure that the student's parents/guardians are notified immediately. The School will notify the parents/guardians of the overseas student via email and phone if the School can no longer approve the welfare arrangements of an overseas student.

Working with Children Checks

It is the School's policy that all adults, including parents and guardians, who provide overseas student accommodation or welfare arrangements, must hold a current Working with Children and National Police check clearance. This requirement applies even if a person is not required by Working with Children Check legislation to obtain a Working with Children Check.

Students living with a parent

Where the parent/s of a student has been granted a Guardian Visa (or similar) for the purpose of caring for their child to attend Calrossy as a day student, it is essential that:

- the parent/s is residing with that student at all times for the duration of their enrolment
- the School will require a copy of the parent's passport photo and visa page prior to the student commencing
- the School must be advised of the student's and the parent's residential details prior to the student commencing and thereafter within seven days of any change in these details
- the parent/s agrees to allow the School to maintain records of the activities undertaken in monitoring the living arrangements of each overseas student.
- where neither parent are proficient in English a suitable guardian is also required

Students moving to a new address must inform the School in writing within seven days of taking up residence at that new address. Information relating to Visa compliance can be found via the [Study Australia](#) website.

Students in Boarding

There are separate boarding houses for girls and boys from Year 7 to Year 12. When the boarding school is closed, during school holidays and leave weekends, overseas students must reside with their parent/s or nominated guardian/s. Please refer to the Boarding Policies and Handbook for detailed information regarding boarding.

In the event of suspension or cancellation of enrolment, overseas younger students will remain in the School boarding facilities until suitable arrangements can be made to transport them back to their parents care.

Calrossy has documented procedures relating to child welfare and safety and will implement these procedures in the event there are any concerns for the welfare of a student in their care. Overseas students are taken through an orientation process so they are aware of who to contact if they need support. All staff have regular training as per the School Child Protection Policy and must meet the requirements of the Working with Children Act.

Calrossy is committed to providing a safe and supportive environment for all students and to providing strong channels of communication between parents, students and guardians. All information for overseas students (as per the enrolment form) is entered on the school database and checked/updated regularly by the PA to the Principal with the Parent/Guardian to ensure contact details, visas etc remain current.

Monitoring of accommodation arrangements

Parents of students in Kindergarten to Year 12 should note that the School will implement procedures to monitor the accommodation arrangements for all overseas students who are living with a parent or approved legal guardian. This monitoring may include parent/nominated legal guardian attendance at regular meetings with the classroom teacher or Principal/PA to Principal and may also include visits to the student's home by a representative of the School or their nominee.

Missing Younger Overseas Students

Standard 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.

Welfare Arrangements after Suspension or Cancellation

Standard 5 requires that, where the School suspends or cancels the enrolment of the overseas student, the School must continue to approve the welfare arrangements for that student until:

- the student has alternative welfare arrangements in place approved by another school,
- care of the student by a parent or nominated relative is approved by the DHA,
- the student leaves Australia,
- the School has notified the DHA 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.

Refer to our Deferring, Suspending or Cancelling an Overseas Student's Enrolment Policy for more information about the suspension and cancellation of enrolment processes.

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

Where an overseas student's parent/guardian or eligible relative is planning to look after the overseas 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 overseas student due to events, such as:

- the overseas student refuses their accommodation or leaves their accommodation without notice,
- after the School has exhausted all possible avenues of assisting the overseas student to maintain appropriate arrangements,
- the accommodation provider becomes unable to maintain arrangements,
- the overseas student's enrolment is suspended or cancelled,
- the overseas student goes missing from their accommodation and cannot be found or contacted, even after the School has implemented our Critical/Serious Incident Policy.

In the situations listed above, the School must report the overseas student within 24 hours using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter in PRISMS. This may lead to cancellation of the overseas student's visa by the [DHA](#) for breaching visa condition 8532.

If the Younger Overseas Student turns 18

If the overseas 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, however if an overseas student turns 18 while enrolled in the final period of their course, the School may decide to apply a condition on enrolment in the course, requiring the overseas student to continue to reside in the approved accommodation until the completion of the course. This will need to be made clear in an amended and signed written agreement or individual enrolment contracts signed by the parent/guardian.

Approval of Welfare Arrangements

Under Standard 5, if the School enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the School must:

- negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap,
- inform the student of their visa obligations to maintain their current welfare arrangements or return to their home country until the new approved welfare arrangements take effect.

Welfare arrangements approved by the DHA

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

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

An eligible relative can be:

- a parent, spouse, de facto partner, brother, sister, step-parent, stepbrother, stepsister, grandparent, aunt, uncle, niece or nephew, or step-grandparent, step-aunt, step-uncle, step-niece or step-nephew; and
- nominated by the parent of the applicant or a person who has custody of the applicant, and must be:
 - aged at least 21; and
 - of good character, and shows this by providing Police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and

- an Australian citizen, permanent resident or is eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).

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

Arrangements accepted by the School

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

The School will not approve an overseas student's parent, guardian or eligible relative as an appropriate welfare arrangement in a CAAW; they must be approved by the DHA.

If the parent, guardian or eligible relative wants to care for an overseas student on a CAAW, they should apply to be the overseas student's nominated guardian through the DHA. They must be granted a Student Guardian visa through the DHA.

The School can approve a person who is not an Australian citizen or permanent resident (including a family friend or family member that does not meet the definition of eligible relative) to care for the overseas student on a CAAW. The School must ensure that the person is:

- at least 21-years-old; and
- of good character; and
- has an appropriate visa to remain in Australia until the visa expires or the overseas student turns 18.

Monitoring welfare arrangements

The School will monitor the welfare arrangements of overseas students, including the welfare arrangements where the student is living with an eligible relative under a Student Guardian visa, by conducting regular:

- student interviews,
- maintenance and facilities review.

The monitoring of welfare arrangements is conducted by the Head of Boarding and/or another delegated staff member.

Disruption of welfare arrangements

The School must activate our critical incident policy in emergency situations which may disrupt welfare arrangements without warning. Refer to our Critical/Serious Incident Policy.

Records of any critical incident notifications must be maintained in accordance with the School's Student 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. Records will be maintained in accordance with our Student Records Management and Retention Policy.