

Subject: YOUNGER OVERSEAS STUDENTS – STUDENT LIVING ARRANGEMENTS AND WELFARE POLICY	Policy No:	INT5 – Version 3
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St Michael's Collegiate School

Younger Overseas Student Accommodation and Welfare Policy

1. Purpose

This policy outlines St Michael's Collegiate School's (the School) commitment to safeguarding the welfare of overseas students under the age of 18, in strict alignment with the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), in particular Standard 5.

2. Scope

This policy applies to all overseas students under 18 years of age enrolled at the School.

3. Policy Statement

- The School is committed to ensuring that all overseas students under the age of 18 are provided with accommodation, support, and general welfare arrangements that are appropriate, ongoing, and properly managed. The School will not use any third parties to organise and assess welfare and accommodation arrangements for international students.
- If the School enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the School will
 - 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 until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

Where the School assumes responsibility for these arrangements, the School will:

- Nominate and advise Immigration, which is responsible for administering the Migration Regulations, of the start and end dates for which the School accepts responsibility via a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.
- Ensure all adults involved in accommodation or welfare have valid Working with Vulnerable People (WWVP) clearances.
- Verify that accommodation arrangements are appropriate to the student's age and needs:
 - Prior to approval;
 - At least every six months thereafter.

- Advise Immigration in the form required by that department within 24 hours if the School is no longer able to approve the student's welfare arrangements.
- Maintain accurate and up-to-date records of the student's and guardian's contact details.
- Ensure students are given age and culturally-appropriate information on:
 - Emergency contacts and how to seek assistance;
 - Understanding sexual, physical, or other abuse and how to report any incident or allegations involving these types of abuse.
 - Include procedures for critical incidents and disruptions to welfare arrangements in the School's critical incident management policy.

4. Accommodation Options

Students under 18 may reside:

a. In the Boarding House

- The School issues a CAAW.
- Any changes to arrangements must be approved by the School.
- In case of termination of welfare approval, parents and Immigration will be notified within 24 hours.

b. With a Parent or Relative Approved by Immigration

The School will advise Immigration in the form required by that department as soon as practicable if the student will be cared for by a parent or nominated relative approved by Immigration and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required.

- No CAAW issued by the School.
- Guardian must hold a Student Guardian visa (subclass 590) and comply with its conditions.

5. Boarding Leave and Holiday Arrangements

During term:

- All leave requires prior written approval via the Boarding leave system.
- Overnight leave during weekdays is generally not permitted unless with a parent/guardian.

During school holidays:

Students for whom the School has issued a CAAW may:

- - Return home;
- - Stay with approved relatives or friends with written approval from parents;
- - Attend a School-approved and supervised holiday program or excursion as approved by parents.

6. Managing Absences and Student Location

In alignment with Standard 5.5 and guidance from the 2025 Letter to CRICOS Providers:

"If the registered provider is unable to contact a student and has concerns for the student's welfare, the registered provider 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."

In the case of older students, police may – depending on the individual circumstances – decide not to take immediate action. Such a decision does not negate the School's responsibility as a CRICOS provider to take the other actions noted in Standard 5.5.

Given the critical importance of student welfare, the School interprets "as soon as practicable" to mean immediately, or the next working day if out-of-hours.

Relevant Commonwealth agencies include the Department of Home Affairs and the Australian Government Department of Education (ESOS Compliance and Registration), and state agencies as Tasmanian Assessment, Standards and Certification (TASC) as the (DSA).

In all cases, it is vital that detailed records (including times/dates/names of persons telephoned and conversation notes, copies of emails sent and received etc) are collected and filed as they come to hand.

7. Transfers, Suspensions, and Cessation of Arrangements

If the School can no longer approve a student's welfare:

- - Parents or legal guardians will be notified immediately.
- The School will notify Immigration via PRISMS within 24 hours.

In cases of enrolment suspension or cancellation:

- The School continues welfare responsibilities until:
- Another provider accepts responsibility;
- The student returns home;
- A parent/relative is approved by Immigration;
- Notification is made that arrangements can no longer be maintained.

8. Record Keeping

All records related to accommodation, welfare arrangements, leave, and emergency protocols will be kept for at least three (3) years or until next review.