1. AUTHORITY AND APPLICATION

1.1 Authority

This Protocol on Homestay Accommodation is made pursuant to the College Policy on Boarding and Standard 5 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

It should be noted that, during term time, all overseas students reside in the College’s boarding accommodation together with all other boarding students. During long weekends and holiday breaks when the boarding houses close, overseas students who remain in Australia should stay with a legal guardian.

1.2 Application

The Protocol on Homestay Accommodation applies to any overseas student who does not have a legal guardian with whom they can stay during long weekends and holiday periods when the boarding houses are closed. It also applies to their parents and to the homestay providers. This protocol applies only to paid accommodation arrangements.

It should be noted that, whilst the College will make every effort to assist overseas students in arranging homestay accommodation for the approved periods of time, it cannot guarantee that a suitable host family will be available.

2. PROCEDURES

2.1 Early notification of the need for homestay is imperative to allow enough time for a suitable host family to be found and arrangements to be made. Students or their parents should advise the Executive Assistant at least one month in advance of the need for homestay accommodation by completing and returning the Homestay Request form. Where a request form is completed by a student, the Executive Assistant will contact the student’s parents to confirm their consent and to provide them with a copy of this protocol.

2.2 The Executive Assistant will advertise for a suitable host family in the College newsletters.

2.3 When a prospective host family has been found the Executive Assistant will undertake the following procedures:

   2.3.1 An onsite inspection of the accommodation to determine suitability.

   2.3.2 Working With Children screening checks on all persons over the age of 18 in the homestay family.

   2.3.3 If the above procedures are satisfactory, the Executive Assistant will provide:
a) the homestay family with:
   1. a copy of the Homestay Request showing family contact details
   2. Medical Information for their homestay student
   3. A copy of this protocol including Rules and Guidelines for
      Homestay Accommodation (Schedule 1 to this Protocol) and
      emergency contact numbers

b) the student’s family with the contact details of the homestay family.

3. STUDENTS IN HOMESTAY ACCOMMODATION

3.1 All students in homestay accommodation will be provided with a copy of this
    protocol and the attached Schedule 1.

3.2 Should a student experience any difficulties or problems in their homestay they
    should not hesitate to contact the College, specifically the Executive Assistant or
    the Head of College, for advice and support.

3.3 Should a situation of concern arise it will be dealt with in accordance with the
    College’s Child Protection Policy and, if applicable, the College’s Critical Incident
    Policy.

4. MISBEHAVIOUR BY A STUDENT IN HOMESTAY ACCOMMODATION

4.1 Schedule 1 to this protocol outlines the basic expectations of students and
    homestay providers in homestay accommodation.

4.2 Students who misbehave whilst in homestay accommodation and who do not
    respond to the basic procedures outlined in Schedule 1 may be asked to leave
    their accommodation. This will only be done in extreme circumstances
    where relations with the homestay family have deteriorated beyond repair.
Schedule 1

Rules & Guidelines for Homestay Accommodation

The following rules and guidelines have been formulated to assist homestay families and to establish basic criteria governing the obligations of all parties.

All homestay families are required to sign Working With Children declarations and screening consent forms in accordance with the requirement of the Child Protection Act. All members of the household over the age of 18 must complete and return the relevant forms.

The final decision on accepting a family for hosting a student will rest with the Head of College.

Information (including medical information) regarding the homestay student will be forwarded to the homestay family.

Student Behaviour

Students are expected to behave at all times in a manner that is acceptable to the College, the homestay family and the community in general. The homestay family should initially deal with any errant behaviour in counselling the student.

Where unacceptable behaviour is experienced, the Head of College must be informed of the details so appropriate action can be undertaken.

Students are not permitted to consume drugs, alcohol or tobacco products and any breach of these rules should be reported to the Head of College immediately.

Physical, emotional or verbal abuse in any form involving the student is not permitted and any instances must be immediately brought to the attention of the Head of College.

In the Home

Homestay parents should establish the rules that operate in their own homes covering such matters as:–
- Meal times
- Dishwashing
- Washing of clothing
- Personal and room hygiene
- Shower and bath times
- Daily chores
- Use of facilities such as telephone, internet etc.

Contact Details:

Reception Belinda Thompson 6331 3911
The Executive Assistant Michele Thornton 61 2 6332 7310
m.thornton@saints.nsw.edu.au
Fax: 61 2 6332 7322
The Head of College can be contacted via the Executive Assistant or Reception.

Please sign and return to:

The Head of College  
All Saints’ College  
Locked Bag 9  
Bathurst  NSW  2795

I have read and agree to the “Rules and Guidelines for Homestay Accommodation”.

Print Name:__________________________________   Date: ________________________

Signed: _____________________________________