



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ACCOMMODATION AND WELFARE POLICY

International Students

CARE FOR YOUNGER STUDENTS UNDER 18 YEARS

The Cathedral School is a CRICOS-registered provider which enrolls younger students under 18 years of age. As part of its registration obligations The Cathedral School must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age-and culturally-appropriate information on who to contact in emergency situations, including contact number/s of a nominated staff member, and how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

The Cathedral School has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

The Cathedral School approves the following accommodation and welfare arrangements.

I. The student will live with a parent or relative approved by the Department of Immigration.

In this case, the school does not provide a Welfare Letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to the Department of Immigration at the time of visa application for approval of these arrangements. The Department of Immigration must also approve any further change in welfare arrangements.

N.B. This is the only accommodation for primary school students enrolling at The Cathedral School.

If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student guardian Visa (subclass 590), all obligations and conditions of this visa must be met, including:

- not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
- advising the Department of Immigration of any change of address, passport or other changes of circumstances.

The Cathedral School requires holders of Student Guardian Visas to:

- maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- immediately advise the School of any change to address or contact details
- immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Immigration via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

2. The student will live in school-approved boarding or homestay accommodation and The Cathedral School will generate the Welfare Letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (COE).

Accommodation options that may be approved by The Cathedral School for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

- School Boarding House
- Homestay Program operated by or approved by the school
- Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.

The Cathedral School will maintain approval of accommodation and care arrangements until:

- the student completes the course and departs Australia
- the student turns 18 years
- any appeals processes in relation to The Cathedral School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- the student has alternative welfare arrangements approved by another registered provider
- a parent or nominated relative approved by the Department of Immigration assumes care of the student
- The Cathedral School has notified the Department of Immigration that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any accommodation, welfare and other support arrangements for the student must be approved by The Cathedral School, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<https://www.bluecard.qld.gov.au/>)

Any changes to approved arrangements must also be approved by the School.

If a student cannot be located and the School has concerns for his/her welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood. (See Department of Immigration office addresses at: <http://www.border.gov.au/about/contact/offices-locations/australia>).

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative will be requested to travel to a designated location within 5 days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

During school vacations, the school boarding houses are closed. Students may:

- Return home (parents must arrange for boarding students to leave and return on designated Travel Days)
- Stay with friends or relatives in Australia - provided that all travel and contact details, plus written permission from parents, are provided to the School
- Stay in school-approved homestay
- Attend a supervised excursion or camp if all requirements are met in order to obtain school approval.

Please note: It is The Cathedral School Policy, and a condition of enrolment, that all overseas students remain in approved accommodation until their course end date, even if they are more than 18 years of age.

Boarding Accommodation

This is the preferred option for overseas students. The dormitories on the school campus provide accommodation for approximately 180 boys and girls in single, twin-share or four-share rooms (depending on the age of the student).

Homestay accommodation

The Homestay Program operated by or approved by The Cathedral School meets Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

The school will approve private homestay arrangements which meet these requirements:

- Continuous dates for approved welfare arrangements
- Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
- Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter
- Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age-appropriate care and facilities for the duration of the student's enrolment at the school

- Blue Cards as required for all adults living in the homestay/private arrangement
- Orientation program for families new to provision of homestay services
- Compliant homestay risk management strategy, reviewed annually, undertaken by operator of the homestay program

CHANGES IN ACCOMMODATION

Students moving to a new address must inform the School in writing within 7 days of taking up residence at the new address.

Students living in school-approved accommodation must not change accommodation arrangements without school approval. A request to change accommodation arrangements must include written permission from parents/guardians.

Students may apply to move from boarding to homestay after completing at least one full semester in boarding, if boarding proves to be unsuitable for their needs. Approval must be obtained from parents and the School Principal, and is subject to availability of a suitable host family.