

# POLICIES AND PROCEDURES

## Overseas Students Howqua Program Accommodation Policy



**Date**                **November 2024**

**Review**            **November 2026**

### Purpose and Scope

The purpose of this Overseas Students Howqua Program Accommodation Policy ("*Policy*") is to provide guidelines as to the Lauriston Girls' School's ("*School*") provision of accommodation to overseas students during the Year 9 Howqua program and to ensure compliance with legislative and regulatory obligations.

This Policy applies to all overseas students enrolled at the School.

### Child Safe Standards

Lauriston Girls' School is committed to zero tolerance of child abuse and has policies and procedures to assist with implementation of the Child Safe Standards.

Overseas students are recognised as potentially having specific vulnerabilities due to their culturally and linguistically diverse background.

The School has procedures and risk mitigation strategies to assist in addressing these vulnerabilities which are provided for in our Child Safe policies.

### Background

The School has obligations to its overseas students under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) and the VRQA Guidelines for Enrolment of Overseas Students aged under 18 years. All Year 9 students attend the Howqua program and reside on the campus for periods of approximately five weeks at a time during Terms 1 to 4. The Year 9 students return to Melbourne approximately every five weeks and reside with their parent (who holds a subclass 590 Student Guardian Visa) for 4 to 6 days before returning to the Howqua campus. Year 9 students return to Melbourne for all scheduled School vacation periods and reside with their parent at these times.

### Term Dates

The term dates are published on the School website for the current and subsequent year. These indicate the Howqua exeats and scheduled vacation periods when Year 9 students return from the Howqua campus to reside with their parent in Melbourne.

[Click here for Lauriston's term dates](#)

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### Responsibilities

- For all Year 9 overseas students (*who are under the age of 18*), the School will lodge a *Confirmation of Appropriate Accommodation and Welfare (CAAW)* letter with the Department of Home Affairs (*via PRISMS*) and a copy will be issued to overseas students' parents during Term 4 of Year 8.
- Overseas students must live with their parent on a Subclass 590 Student Guardian visa, therefore, a CAAW is only required when the overseas student attends the Year 9 residential campus at Howqua.
- Where the School issues a CAAW, the School accepts responsibility for approving the overseas student's accommodation, support, and general welfare arrangements. These responsibilities are non-delegable, and the School will not outsource or contract out these responsibilities to another party.
- The Principal or delegate is responsible for nominating the dates for which the School accepts responsibility for approving the students' accommodation, support and general welfare arrangements. The CAAW letter will clearly state these nominated dates, in which the School accepts responsibility for approving the student's accommodation, support, and general welfare arrangements; and that during School holidays and exeat weekends, students will live with their parent.
- All student accommodation arrangements at the Howqua campus will meet the School's duty of care obligations pursuant to CAAW responsibilities to Overseas Students under 18 years.
- Year 9 students are supported by VIT registered teachers when residing on the Howqua campus. Outdoor Program Instructors are either VIT registered teachers or staff who have a Working with Children Check. Additional evening duty supervisors are either VIT registered teachers or staff who have a Working with Children Check.
- Year 9 Howqua students must remain on the campus and are fully supervised when they participate in Outdoor Programs or travel to nearby communities such as Mansfield or Jamieson for recreational or community service activities.
- Overseas students must live with the parent who holds the 590 Student Guardian Visa when not residing at the Howqua campus.
- The School will notify the Department of Home Affairs via PRISM within 24 hours, once the School is no longer able to approve the welfare arrangement of overseas students and the School has taken required action after not being able to contact the student.
- If the School is unable to contact an overseas student and has concerns for the overseas student's welfare, the School will undertake all reasonable efforts to locate the overseas student, including notifying the police and any other relevant Commonwealth, state or territory agencies as soon as practicable.
- All overseas students attending Lauriston must live with a parent on a subclass 590 Student Guardian visa unless they are a Year 9 student living at our Howqua residential campus. All student accommodation arrangements at the Howqua campus will meet the School's duty of care obligations pursuant to CAAW responsibilities to Overseas Students under 18 years. In the event that the School suspends or cancels the enrolment for an overseas student or a student leaves the Howqua residential campus the student will be picked up from the campus by her parent on a subclass 590 Student Guardian visa.
- Within 24 hours the School will cancel the CAAW letter in PRISIMS to reflect the change in accommodation.
- The School is responsible for the overseas student while they reside at the Howqua Campus.

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A parent must remain in Victoria even when the overseas student is at Howqua and be available to pick up the overseas student at short notice in the event of illness or injury. In these instances, the parent will be contacted and arrangements made for the student to reside with them until their return to the Howqua campus and a new CAAW letter will be lodged with PRISIMS within 24 hours of the change in living arrangements.