

# PROCEDURE

## ENSURING THE WELL-BEING OF OVERSEAS STUDENTS



### RATIONALE

In compliance with Child Safe Legislation and a commitment to provide an environment of safety where all children and young people can thrive and realise their potential, Scotch College has acted to ensure that the well-being of all boys is given the highest priority.

Scotch College is accredited by the Australian Childhood Foundation as a Child Safe School and as such meets all the requirements of Ministerial Order 870.

Scotch College provides placement opportunities for overseas students and recognises that such students have particular needs related to their circumstances that will require additional assistance and support with regard to Child Safe measures.

These procedures should be read in conjunction with the following Scotch College policy and procedural documentation:

- Child Protection Commitment Statement
- Child Safety Code of Conduct
- Safeguarding Statement for Parents and Carers
- Child Protection and Obligations of Reporting Policy/Procedure
- Safeguarding Scotch – Statement for Boys

These procedures are informed by, and compliant with, the requirements applicable to the welfare of Overseas Students developed and enforced by the Victorian Regulation and Qualifications Authority.

### SCOPE

These required procedures are applicable to all staff and volunteers of the School with direct responsibility for the welfare of Overseas Students in placement at Scotch College. There is particular emphasis on staff and volunteers in the boarding environment who have regular contact with Overseas Students.

### PROCEDURES

- All staff and volunteers of the School with direct responsibility for the welfare of Overseas Students as indicated in the scope will have a current WWCC, sign the agreement to abide by the School's Child Safe Code of Conduct, complete the Australian Childhood Foundation endorsed safeguarding training course and undergo additional regular training as required, in relation to child safety.
- Copies of all relevant policy and procedural documents will be made available in languages other than English as required.
- Overseas Students will have access to an orientation program (language translation available) that will include a component directly addressing the child safe measures in place and provide guidance relating to an appropriate response should they ever feel unsafe. This will include a safety contact card issued to all Overseas Students detailing 24/7 emergency contact names/numbers accessible in the event of an emergency of when the student feels that his safety is threatened.
- Overseas Students will be closely monitored by staff of the School with direct responsibility for their progress and well-being including: Overseas Student Co-Ordinator, Dean of Boarding, Heads of Boarding House, Heads of Day House, School Psychologists.
- Approval for homestay hosts nominated by parents of Overseas Students or arranged through the School to undertake this role, will be contingent on the following requirements:
  - The nominated Homestay Host signs agreement to abide by the School's Child Safe Code of Conduct and completes the ACF safeguarding training course or approved equivalent. All adults (18+) in the homestay environment have a current WWCC.
  - The environment provided by the homestay meets the minimum standards expected by the VRQA.
  - Guidelines for the enrolment of Overseas Students.
  - Agreement to allow site visits and investigation on a six monthly basis to ensure that these requirements are met satisfactorily.

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### MANAGEMENT

The College has appointed an Overseas Student Co-Ordinator with responsibility for managing the implementation of this procedure and monitoring the well-being of all Overseas Students including the following actions:

- Promote the successful adjustment by Overseas Students to life and study at the School.
- Ensure Scotch College, as a CRICOS registered School, meets all regulatory requirements as identified by relevant authorities in relation to the accommodation and welfare of Overseas students.
- Coordinate Overseas Students' holiday and Exeat leave arrangements in consultation with Heads of Boarding and Dean of Boarding.
- Monitor Exeat and holiday accommodation arrangements for Overseas Students, in line with VRQA guidelines for Homestays. Homestay visits (as required) will be shared amongst appropriately trained staff, including the Overseas Student Coordinator (eg Administration Assistant, Dean of Boarding).
- Monitor attendance records of Overseas Students and work with staff to ensure all relevant parties are aware of potential issues regarding absences.
- Co-ordinate and run orientation program for new Overseas Students (normally conducted at Cowes school camp during new boys' weekend).
- Be the first point of contact for Overseas Students during holidays/exeats when they remain in Australia (this responsibility may be undertaken by senior staff if unavailable).
- Promote the position to Overseas Students and their families so they are aware they have a key support person on the Hill and at the School.
- Liaise with Admissions, Dean of Boarding, Heads of Houses (Day and Boarding) in relation to all matters relevant to Overseas Students.
- Work collaboratively with Heads of Houses (Day and Boarding) to provide any support necessary
- Provide overseas students with education and support in relation to the School's child safety policies and procedures, paying attention to linguistic and cultural needs.