

## HOMESTAY STUDENT POLICY

### 1. PURPOSE

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This policy has been developed to meet the requirements of Empyrean Education Institute (EEI) to provide appropriate accommodation, support and general welfare arrangements for the period that a student will be under home stay arrangements while in Australia, including potential students under the age of 18 years. The provider must nominate the dates for which it will be responsible for these arrangements and for monitoring any changes to them.

EEI takes its duty of care responsibilities very seriously and therefore needs to ascertain that the proposed arrangements for the accommodation, support and welfare of students under 18 years of age. Student visas require that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age. This policy applies to any Vocational Education Training (VET) students who are aged under 18 years.

### 2. ELEMENTS OF THE POLICY

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EEI is required to confirm to DIBP (Department of Immigration and Border Protection) that these arrangements are in place by completing a declaration called the Confirmation of Appropriate Accommodation and Welfare (CAAW), which is to be submitted by the student as part of the visa application (students cannot complete a visa application without this letter); and advise DIBP in writing of the approval using the DIBP pro forma letter available through PRISM.

2.1. Students must physically reside either with a:

- Parent or a legal custodian
- Relative over 21 years-of-age nominated by the student's parent or custodian, or
- Living arrangements approved by EEI.

2.2. Conditions of Homestay Arrangements

The following conditions must be in place for Homestay arrangements to be approved:

- Individual rooms (unless a shared room is requested) with bed, bedding, wardrobe, desk, desk lamp, and a place for books
- A clean non-smoking home environment
- At least two meals per day, with arrangements for the student to make sandwiches for their lunch
- Help from the Homestay host to make sure the student is confident using public transport so that they can easily get to and from school
- Privacy
- Use of laundry facilities for students to do their washing and ironing
- Access to a telephone (a phone card will be needed, or another means of paying for calls)
- Care and support in the event of illness

2.3. Home stay families will be carefully inspected and selected, by the Home stay Agency used and/or by EEI.

2.4. EEI will also conduct independent random checks and visits with Homestay hosts before and during student placements.

### 3. REQUIREMENTS OF HOMESTAY AGENTS

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3.1. The Home stay agent must:

- Check location of host (needs to be close to public transport). Brief telephone interview to ascertain if likely to be suitable host
- Complete application form
- Visit host families

3.2. Details to be collected:

- Name, date of birth, all contact numbers & occupation for all members of the household
- Hobbies
- No smoking policy
- Check the number of rooms, details of each
- Bath room private/shared, laundry facilities, phone, internet, cable TV, pool, piano, pets and are they allowed inside.
- Students that the host may be currently hosting details- Nationality, age, gender and institutions they are attending
- Location - Travel time to institute. Distance to train and bus
- Student preferences – male/female- over 18 years old only
- Host interests/history/holidays/past experiences/clubs/churches, etc.
- Home stay provider agents should have a declaration for hosts to agree to and sign

3.3. The Homestay Agent must ensure that the host understands that they must provide the following:

- A welcoming household and safe environment, it is expected that the host will be welcoming and supportive of the visiting student.
- Three meals per day-A prepared dinner each night (it is expected that meals are taken with the student as a family unit)
- Access to fresh and adequate food for the student to independently make for breakfast and lunch
- Utilities: the provision of all utilities including gas, electricity, and water but not phone calls
- The use of laundry facilities- washing machine, laundry detergent, iron and space for students to dry their clothes
- Their own room furnished with bed, desk, chair, lamp and wardrobe
- An opportunity to learn and speak English
- Adequate heating/cooling
- A key to the hosts premises
- A set up and settle assistance including accompanying the student to their place of study and traveling with them by public transport at least once, assist them in buying public transport tickets and opening bank accounts.

3.4. During the interview process with the potential Home stay host, the Home stay agent must give examples of situations that can arise whilst caring for a student. Carefully determine responses from host and look for qualities that make good Homestay hosts: understanding, kindness, flexibility and generosity.

3.5. Inspection of the home and the student's room must check for:

- Cleanliness in the home/bath room etc.
- Appropriate bed and bedding, desk, lighting-Lamp/window etc., suitable chair and wardrobe.
- A current National or WA Police Report.

#### 4. REQUIREMENTS OF HOMESTAY AGENT INSPECTIONS

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- 4.1. On the day of arrival, the Home Stay Agent must contact the host to confirm that the student has arrived. Further contact should then be made to ensure that the student has settled and there are no issues for both the student and the host. The student is sent a feedback form to be completed within 3 weeks of being placed into Home stay.
- 4.2. From this point on the Home stay, Agent should maintain contact with all the parties involved: EEI the host and the student. Any issues arising from the placement are dealt with immediately to reduce any distress or discomfort to all parties.