



## HOMESTAY PROVIDER POLICY

Department of Education and Training  
CRICOS Provider Code 00861 K

Homestay providers are responsible for providing accommodation, support and general welfare to their students. Homestay providers must agree to provide homestay in accordance with the Child Safety Code of Conduct, Commission for Children and Young People (CCYP) reportable conduct scheme, and the school policies and procedures. Working with Children checks are required for **all** adults living at the address, **before** the student is placed in the homestay. Parents, Homestay providers and Students will all sign a Homestay Responsibility Agreement document.

Homestay providers who are not Australian Citizens must provide a copy of their Passport and Visa Information. All Visa holders who wish to provide homestay must have a Visa expiry date beyond the student's Visa expiry date.

It is important that the student is exposed to **English language** as much as possible.

Accommodation should be of high quality, providing a safe comfortable and caring environment, where the student's privacy is respected. Homestay providers should check to see if their home insurance policy is sufficient to cover the homestay student and their belongings.

Homestay providers need to take the place of a parent and ensure that the student is up early enough to get to school on time and is going to bed at a reasonable time.

If the student is unwell, the homestay provider should make a judgment as to whether the student should stay home from school or not, and if so, inform the administration at school. If a student needs to see a medical practitioner, the homestay provider should help facilitate the making of an appointment and attending the doctor's premises. A note should be sent to Viewbank College with the student on their return. **Please note that all senior students will be required to provide a medical certificate from a GP for any medical absence from school.**

**Student Health and Support Line available 24/7 1800 887283 with interpreters**, is very helpful as they can deal with medical advice, counselling, homesickness issues, etc.

Other useful contacts:

- National Home Doctor Services 137442
- After hours service 1300 7425 (SICK)

Students **will not** be placed in a home where **smoking** takes place.

**Homestay Provider(s) must notify the school three weeks before there are any changes to the homestay:** eg family member arriving, new homestay student, family member turning 18 etc. However, we can arrange temporary homestay accommodation should that be required.

A weekly fee of \$300 will be charged to cover expenses associated with the provision of full board:

- His or her own set of house keys, to be returned at the end of the homestay.
- A single bedroom for student's exclusive use.
- Three meals a day, seven days a week (cooked main meal).
- Facilities including a bed, wardrobe, towels and linen.
- Gas, electricity, heating and water costs.
- Cleaning of common living areas.
- Use of living areas within residence.
- Study facilities, including a desk, lamp and bookshelf.
- Internet services
- Working smoke detectors (essential) - demonstrated by the provider at the first visit  
- maintained in working order by the homestay provider

This money will be disbursed to your nominated bank account by Viewbank College on a fortnightly basis. During the holidays a holding fee to secure the accommodation will be paid to cover the student's absence. The fee is \$10 per day.

Viewbank College provides support for homestay providers; we work as a team to support the students who have chosen to study with us, in many cases a long way from home and family. Any changes to our homestay policy will be communicated, in a timely fashion.

Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to Viewbank College.

This Policy was endorsed by the Viewbank College Council on August 14<sup>th</sup>, 2019

Internationalstudents/international working docs/ templates/homestay/homestay provider policy 04032019