



## Accommodation and Welfare Policy for International Students

### Care for younger students under 18 years

Brisbane Boys' College is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of its registration obligations Brisbane Boys' College must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any international student enrolled who is under 18 years of age.

These obligations include ensuring that all international 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.

Brisbane Boys' College 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.

In addition to guidelines included in this policy document, parents are reminded of these responsibilities in the formal letter of offer and in the Written Agreement provided with the letter of offer.

### 1. Accommodation, Support and General Welfare Arrangements

Brisbane Boys' College approves the following accommodation and care options for overseas students:

#### Prep to Year 6:

The student must live in the full-time care of one or both parents, or a relative approved by the Department of Home Affairs who must reside permanently in Brisbane.

#### Years 7 to 12:

##### Option 1:

The student can either live in the full-time care of one or both parents, or a relative approved by the Department of Home Affairs, both of which must reside permanently in Brisbane.

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## Option 2:

The student can live full-time in the Brisbane Boys' College Boarding House

**Brisbane Boys' College does not arrange homestay accommodation for students.**

### 1.1 The student lives with a parent or relative approved by the Department of Home Affairs

In this case:

- (a) Brisbane Boys' College does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.
- (b) 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:
  - (i) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and Brisbane Boys' College has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
  - (ii) advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

Brisbane Boys' College requires holders of Student Guardian Visas to:

- (i) maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- (ii) immediately advise Brisbane Boys' College of any change to address or contact details
- (iii) immediately advise Brisbane Boys' College 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 College is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the College will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

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

### 1.2 The student will be a full-time boarding student residing in the Brisbane Boys' College Boarding House.

Brisbane Boys' College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by Brisbane Boys' College for full fee paying

500 visa subclass students under 18 years of age include:

- the Brisbane Boys' College Boarding House

**Brisbane Boys' College does not arrange homestay accommodation for students.**

Information about the Brisbane Boys' College Boarding House is available on the College's website at: <https://www.bbc.qld.edu.au/life-at-bbc/boarding/>

Brisbane Boys' College will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia
- ii. the student turns 18 years
- iii. any appeals process in relation to Brisbane Boys' College's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- iv. the student has alternative welfare arrangements approved by another registered provider
- v. a parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- vi. Brisbane Boys' College has notified the Department of Home Affairs (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 Brisbane Boys' College, including arrangements provided by third parties.

Any adults involved in or providing accommodation and welfare arrangements to the student must have a blue card as appropriate [Blue Card Services website](#).

Any changes to approved arrangements, regardless of the student's age must also be approved by Brisbane Boys' College. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

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

If a student for whom Brisbane Boys' College has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Department of Home Affairs and advise the student to contact the Department of Home Affairs to ensure visa implications are understood: <https://immi.homeaffairs.gov.au/help-support/contact-us>

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the College, a parent, legal guardian or approved relative agrees to travel to a designated location within two (2) days of being made aware of the situation to assume care of the student until the situation has been resolved to the College's satisfaction.

If a parent wishes to assume welfare responsibility, the parent must notify Brisbane Boys' College as soon as practicable of their intentions and must provide the College with written evidence of a guardian visa grant.

By enrolling the international student as a Boarder to reside in the Brisbane Boys' College Boarding House, the Parent or Guardian agrees to the requirements outlined in this policy. Brisbane Boys' College only provides the required Confirmation of Appropriate Accommodation and Welfare (CAAW) letter to Department of Home Affairs (DHA) for the overseas student to apply for his visa on this basis.

## 2. Child Protection Risk Management and Screening

- All individuals who work at Brisbane Boys' College, including those who work in the College's Boarding House, in either a paid or volunteer capacity must hold a valid Blue Card issued by Blue Card Services, in accordance with the provisions of the *Working with Children (Risk Management and Screening) Act 2000*, unless an exemption applies.
- Brisbane Boys' College maintains a register of the details of all paid employees, volunteers, including volunteer parents of current Brisbane Boys' College students, and those individuals who are exempt from being required to hold a Blue Card (and the reason for the exemption).

## 3. Leave Arrangements for International Students residing in the Brisbane Boys' College Boarding House

**The key guiding principles for international students in the context of the ESOS Act include:**

- (i) Brisbane Boys' College does not arrange homestay accommodation for students
- (ii) A family (Host) providing accommodation to an international student during overnight, weekend or vacation leave, does not represent a formal 'homestay provider' as the placement is not the primary form of accommodation for the student (the primary accommodation is the Brisbane Boys' College Boarding House).
- (iii) Only a CRICOS registered education provider can assume welfare responsibility for a student – a family offering overnight, weekend or vacation leave would not meet the criteria under the Migration Regulation to be granted welfare approval.
- (iv) Brisbane Boys' College must manage the risk of the accommodation placement with a Host by deciding the measures through which the risk can be managed including the level of 'verification' appropriate to the individual situation. Brisbane Boys' College will apply the same process for managing the risks around overnight, weekend or vacation placement for an international student as it does for managing the same risks for Boarders who are not international students.
- (v) The **requirement for a registered education provider to conduct a physical inspection of the accommodation** and then '*at least every six months after*' only applies to long-term homestay placement where the student is accommodated in the arrangement for at least 6 months. **It does not apply to occasional overnight, weekend or vacation leave.**
- (vi) Brisbane Boys' College will remain responsible for the international student while the student is on overnight, weekend, or vacation leave and therefore the College has the right to decide whether it is comfortable with the placement. If, at any point in time, the College is not comfortable with a proposed arrangement – even if this was suggested by the student's parent – the College has the right to refuse the arrangement.

### 3.1 School Vacation Periods

Students are not permitted to leave early for school vacation periods except in exceptional circumstances and where permission has been granted by the Headmaster and/or the Deputy Headmaster Academic Performance and Innovation P-12. International students should not depart from the College prior to the official end of term or return late at the start of a new term. International students are required to maintain specific attendance levels as a condition of their student visa. Term dates are published well in advance on the Brisbane Boys' College website and in the Brisbane Boys' College Boarding Handbook.

The student's Parent or Guardian is responsible for arranging in advance the student's travel and accommodation during all school vacation periods. The College's preference is for an international student to return home to his Parent or Guardian for the duration of the school vacation periods. The Parent or Guardian must notify Brisbane Boys' College in writing of the arrangements (via the designated BBC Travel form) as well as through the 'REACH' online leave system, in addition to providing any requested supporting documentation for each requested period of holiday leave. If the international student will not be returning home to the Parent or Guardian for the school vacation period, the Parent or Guardian must obtain the College's approval to the arrangement proposed by the Parent or Guardian via an approved REACH request prior to the commencement of the holiday period.

**Brisbane Boys' College does not arrange Homestay accommodation for students.**

**3.1.1 Students under 18 years of age for whom Brisbane Boys' College has issued a CAAW**  
For School vacation periods, international students under 18 years of age for whom Brisbane Boys' College has issued a CAAW will:

- (i) return home to parents (this is the College's preferred option), or
- (ii) apply for approval to spend the vacation with relatives or a friend's family\* or
- (iii) apply to attend a supervised excursion, camp etc, if all requirements are met in order to attain approval from the College

\*As Brisbane Boys' College will remain responsible for the student while the student is on vacation leave, approval for such leave remains at the discretion of Brisbane Boys' College.

**3.1.2 Students over 18 years of age**

For School vacation periods, the following accommodation options are available to students 18 years or older:

- (i) Student returns home to parents (this is the College's preferred option),
- (ii) Student may spend vacation with friend's family or relatives, provided details are given
- (iii) Student may attend a supervised excursion, camp, etc, provided details are given
- (iv) Student may travel unaccompanied during vacation periods, provided details are given.

**3.1.3 Weekend and overnight leave – Students under 18 years of age for whom Brisbane Boys' College has issued a CAAW**

Students under 18 years of age, including international students for whom Brisbane Boys' College has issued a CAAW may apply for approval for an overnight or weekend stay with relatives or a friend's family\*

\*As Brisbane Boys' College will remain responsible for the student while the student is on Overnight or weekend leave, approval for such leave remains at the discretion of the College.

For an international student to have a period of absence from the Brisbane Boys' College Boarding House over a weekend or overnight during a term, the student's Parent, Guardian or Host must first seek approval from the College. The Parent, Guardian or Host will be responsible for making the proposed arrangements for the weekend leave. The Parent, Guardian or Host must notify Brisbane Boys' College of the proposed arrangements made for the international student by completing and approving in advance a Leave request via 'REACH' the Brisbane Boys' College online electronic Boarding leave system, as well as providing any requested supporting documentation for each requested period of weekend leave. The Parent, Guardian or Host must obtain Brisbane Boys' College approval (via the Boarding Year Group Coordinator for the arrangement proposed by the Parent, Guardian or Host prior to the commencement of the requested leave period.

### 3.1.4 Weekend and overnight leave – Students over 18 years of age

Students 18 years and older may have an overnight or weekend stay with relatives or a friend's family, provided details are given and approved\*

\*As Brisbane Boys' College will remain responsible for the student while the student is on overnight or weekend leave, approval for such leave remains at the discretion of Brisbane Boys' College.

## 4. Definitions

*Parent or Guardian* means the parent(s) or guardian(s) of the international student (or intending overseas student) who signed the letter confirming the international student's offer of placement at Brisbane Boys' College.

*Registered Provider* has the meaning under the Education Services for Overseas Students Act 2000 (Cth) as amended or replaced from time to time.

## 5. Review and version control register

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	Director of Admissions	23 <sup>rd</sup> February 2020	23 <sup>rd</sup> February 2020	Scheduled review	1st January 2022
2	Director of Admissions	17 <sup>th</sup> August 2022	17 <sup>th</sup> August 2022	Pg 2 – removed – 'formerly 571'	1st January 2023