

**HOMESTAY  
POLICIES & PROCEDURES**  
*Faith Diligence Love*

**SUNCOAST**  
CHRISTIAN COLLEGE



## Document Information

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Christian Outreach Centre  
t/as Suncoast Christian College  
CRICOS Provider Number 00539J



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## Purpose

The purpose of this document is to provide written processes to ensure that homestay service providers and homestay hosts for Suncoast Christian College ('the College') comply with legislation applying in Queensland about the care and protection of children in homestay arrangements.

In particular, the purpose of this Risk Management Strategy for Child Protection is to:

- promote the well-being of homestay students and to protect from harm;
- assist the College to deliver a quality service to the young people in care; and
- reduce the risk of harm to homestay students through written policies and procedures, including information and training, for homestay providers and hosts involved with the College.

## Scope

This strategy applies to:

- homestay service providers;
- homestay hosts;
- residents of homestay host homes;
- homestay students; and
- visitors to homestay hosts' homes.

The policy covers information about the College's commitment to child protection, procedures related to recruiting, selecting, training and managing staff, including hosts and homestay service providers; policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines; risk identification and management; and communication and support.

## Review & version control

The Principal is considered the owner of this policy.

An annual review of this policy is recommended. The College, from time to time, may review and update this policy, subject to new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing environment.

## Reference

*Commission for Children and Young People and Child Guardian Act 2000 (Qld)*

*Commission for Children and Young People and Child Guardian Regulation 2001 (Qld)*

*Education (General Provisions Act) 2006 (Qld)*

*Education (General Provisions) Regulation 2006 (Qld)*

*Education (Queensland College of Teachers) Act, 2005 (Qld)*

*Education (Accreditation of Non-State Schools) Act 2001 (Qld)*

*Education (Accreditation of Non-State Schools) Regulation 2001(Qld)*

*Education Services for Overseas Students (ESOS) Act 2000 (Cth)*

*National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Cth)*

*Education (Overseas Students) Act 1996 (Qld)*

*Education (Overseas Students) Regulation 1998 (Qld)*

This strategy should be read in conjunction with the College Child Protection Policy, Child Protection Risk Management Strategy, Staff Code of Conduct, and the [Child and Youth Risk Management Strategy Toolkit](#).

## Definitions

**Guardian** – of a child means a person who is recognised in law as having all the duties, powers, responsibilities and authority relating to the child that, by law, parents have relating to children.

**Homestay provider** – is the College or person arranging the homestay students' accommodation.

**Homestay host** – is the volunteer or paid family who cares for the homestay student in the family home.

**Homestay student** – is the child or young person staying in the home of the homestay host.

## Risk management strategy

The College is committed to the protection of all children in its care. In order to manage the risks surrounding child protection the following strategies and procedures apply for the safety and protection of students in homestay.

## Principles

The College believes all homestay students have the right to feel safe, be listened to, be involved in decisions that affect them, have cultural values respected, not be unjustly discriminated against on the basis of status, activities, expressed opinions or beliefs of parents or guardians, and have the best interests considered.

Students under the College care should be provided with the knowledge and information required to feel empowered to take action in the event of abuse or neglect.

The College acknowledges that homestay students are unique and valued individuals and deserve to be treated with care and respect.

The College recognises that respect for homestay students is the foundation upon which all policies and procedures are developed. The College is committed to promoting wellbeing and protecting the security, safety and wellbeing of homestay students under the College protection.

## Child protection policy

The College has a current Child Protection Policy and Risk Management Strategy which meet criteria as set down in legislation and regulation. These outline policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines and are available:

- on the College website ([www.suncoastcc.qld.edu.au](http://www.suncoastcc.qld.edu.au));
- on the College staff intranet site; and
- in print copy upon requested.

It is the goal of the College to create safe environments for homestay students and an environment in which they can successfully pursue an academic career and personal development.

### Statement of commitment:

- the College strives to create a safe and friendly environment for homestay students;
- the College believes all homestay students have the right to feel safe, be listened to, be involved in decisions that affect them, have cultural values respected, not be unjustly discriminated against on the basis of status, activities, expressed opinions or beliefs of parent/guardians and to have best interest considered;
- students under the care of the College should be provided with the knowledge and information they require to feel empowered to take action in the event of abuse or neglect;
- the College acknowledges that homestay students are unique and valued individuals and deserve to be treated with care and respect; and
- the College is committed to protecting the security, safety and wellbeing of homestay students under its protection.

Any breach or suspected breach will be dealt with by investigation and reporting to relevant authorities, where necessary, refer the College's 'Child Protection Policy, Procedures for Reporting Harm'.

### Suitability notices

All homestay service providers and homestay hosts (including parents of the College, but excluding relatives of the child in homestay) must have prescribed suitability notices (blue cards) **except** when:

- the 'employment' is arranged by the College; **and**
- the employee performs the function as a volunteer; **and**
- the employee performs the function for 10 days or less; **and**
- the employee does not perform the function on more than two occasions in the same year.

Paid employees of a homestay host must hold a blue card if where a 'regular contact' provision is in place.

Adults other than the designated homestay host living permanently with the homestay provider must hold a blue card; screening of such adults is carried out free of charge.

The College maintains a register of blue card numbers of people in the above categories and the dates for renewal in the Business Office.

### Risk assessment

Refer to the 'Risk Management Policy' available on the Intranet or by contacting the Business Manager at the College for further information about identifying, analysing, evaluating and prioritising, treating and monitoring and reviewing risk.

## Accommodation and welfare policy

### Care for younger students under 18 years

Suncoast Christian College is a CRICOS-registered provider, which enrolls younger students under 18 years of age.

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

These obligations include ensuring that all overseas 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.

The 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.

### Accommodation and care options for International students under 18 years

The College approves the following accommodation and care options for overseas students:

#### 1) The student will live with a parent or relative approved by the Department Immigration.

In this case:

- i. The 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 at the time of visa application for approval of these arrangements. The Department of Home Affairs must also approve any further change of welfare arrangements.
- ii. 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:
  - a) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the College has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
  - b) advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

The College requires holders of Student Guardian Visas to:

- i. maintain Overseas Student Health Cover for themselves and any dependent children living with them in Australia;
- ii. immediately advise the College of any change to address or contact details;
- iii. immediately advise the 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 via PRISMS.



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

**2) The student will live in College approved accommodation and welfare arrangements and the 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 the College for full fee paying 500 visa subclass students under 18 years of age include:

- i. Homestay Program operated by the College
- ii. Private accommodation and care arrangements requested by the parent but approved by the College which meet all requirements under relevant state and commonwealth legislation.

The 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 the 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. the 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 the College, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

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

Any changes to approved arrangements must also be approved by the 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 the College has concerns for his/her 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 the College has issued a CAAW refuses to maintain approved arrangements, the College will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood: [DHA enquiries](#).

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 7 days to assume care of the student until the situation has been resolved to the College's satisfaction.



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

**3) For College vacation periods, students under 18 years of age for whom the College has issued a CAAW will:**

- i. return home to parents; or
- ii. continue to live in / is placed in homestay arranged and approved by the College;
- iii. apply for approval to spend the vacation with relatives or a friend's family; or
- iv. apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain College approval.

**4) Accommodation options for students 18 years and older include:**

- i. Homestay Program operated by the college
- ii. private arrangements requested by a parent.

**5) For College vacation periods, the following accommodation options are available to students 18 years or older:**

- i. Student returns home to parents;
- ii. Student continues to live in / is placed in homestay, details of which are recorded by the College;
- iii. Student may spend vacation with friend's family or relatives, provided details are given;
- iv. Student may attend a supervised excursion, camp, etc., provided details are given.

**6) Homestay / private accommodation arrangements at the college**

The homestay / private accommodation arrangements approved by The College meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- i. continuous dates for approved welfare arrangements;
- ii. documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering:
  - Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age-appropriate care and facilities for the duration of the student's enrolment at the College.
  - Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services.
  - Orientation program for families new to provision of homestay services.
  - Compliant homestay risk management strategy, reviewed annually, undertaken by the College / operator of the homestay program
- iii. Working with young people (blue cards) as required for adults living in the homestay / private arrangement, other than international students, or who otherwise have regular contact with the student.

**Note:**

As of 31 August 2020, "[No card, No start](#)" blue card requirements apply for providers of child accommodation services, unless an exemption applies.

Process for managing disruptions for welfare arrangements, including in emergencies		
Enrolment Officer	<p>In the event that:</p> <ul style="list-style-type: none"> <li>the international student is refusing their accommodation or is missing from their accommodation</li> <li>the accommodation provider becomes unable to maintain arrangements,</li> </ul> <p><b>Activate Critical Incident policy</b>, including</p> <ul style="list-style-type: none"> <li>the action to be taken</li> <li>any immediate welfare arrangements in an emergency</li> <li>required follow-up by the registered provider</li> <li>records of the incident to be kept for at least two years after the international student ceases to be an accepted student</li> <li>protocols for informing authorities such as the police, Immigration, the international student's parents, or other relevant authorities.</li> </ul>	<p>St 5.3.4</p> <p>St 5.4</p> <p>St 5.5</p> <p>St 6.8</p>
Enrolment Officer	<p>Strategies for managing disruptions for welfare arrangements, including in emergency situations include</p> <ul style="list-style-type: none"> <li>Homestay family / staff member with appropriate background, screening and facilities has been identified as being willing and able to accommodate a student for a short term at short notice if needed</li> </ul> <p>Student's written agreement includes a condition for a parent / legal guardian to provide emergency care if needed, and to come to Australia to do this, if necessary.</p>	

## Procedures for emergencies and contact with Police

1. Emergencies:
  - Schools are required provide students with information about emergency and health services as part of their responsibilities as registered providers.
  - There is a section on Information for emergencies for students under [Health and safety](#) topics on the [Study in Australia – Live in Australia](#) web pages.
  - Students should have a 24 hour ICE (In Case of Emergency) contact number provided by the College in their mobile phones (St 5.2.1).
2. Contact with the Queensland Police Service (QPS):
  - There is information in [OPERATIONAL PROCEDURES MANUAL](#) for QPS procedures for situations where police come into contact with international students.
    - Please note, in a situation where police come into contact with an International school-age student where they would normally contact a parent or guardian, It is Queensland Police Service (QPS) policy to attempt to contact the student's homestay provider in the first instance. If the homestay provider is unable to be contacted, according to the Manual, police should "...enquire with the student regarding any emergency contact person nominated by either the homestay or course provider. The final attempted point of contact should be the principal of the College the student is attending."
    - Police have certain [obligations](#) from the Department of Foreign Affairs and Trade where a foreign national student dies or is taken into custody. (<http://dfat.gov.au/about-us/publications/Documents/detention-or-death-of-a-foreign-national-in-australia.pdf>)
3. Procedure for reporting a missing international student after discovering a student is missing:
  - (i) contact police immediately;
  - (ii) conduct a search (if appropriate) of the College or location;
  - (iii) inquire with other students if:
    - (a) they know where the student may be and/or who the student may be with;
    - (b) there is any concern for the child's wellbeing (depressed, fearful, bullying, school pressures, loneliness, etc.);
    - (c) any friends the child may confide in;
    - (d) any travel plans the child may have disclosed;
  - (iv) record, if possible, what the student was last known to be wearing;
  - (v) obtain a recent photograph of the child;
  - (vi) identify when & where the child was last seen;
  - (vii) identify if the student has any medical requirements, especially in relation to the medication which must be taken (insulin etc.), if the student takes medication, has the student taken the medication with them;
  - (viii) check (if appropriate) the student's possessions to see if they have taken their possessions with them (electrical gadgetry, clothing etc.);
  - (ix) advise the student's parents and establish the most recent contact with the child, concerns for welfare, recent behaviour (talk of returning home, unhappy, etc.);

- (x) identify social media used by the child, including avatars (on-line names);
- (xi) identify bank accounts the child has access to (if known);
- (xii) ensure there is a single point of contact (max two persons) for police to contact with any inquiry outcomes.

## Complaint procedure for students

Students must notify the Enrolment Officer if there is any disagreement, dispute, discomfort, danger or worry about staying with a homestay family. The Enrolment Officer will investigate the claims made and if it is found that the homestay is unsuitable, the student is in any danger or a dispute cannot be resolved, the school may remove the student to another homestay provider. This will be communicated to all parties concerned and contact will be made to the student's parents overseas to advise them of the situation and details on the new homestay family. This will be done either by email or by phone depending on the level of English the parents may have.

## Selecting, screening and monitoring third parties engaged to provide homestay or welfare services on behalf of the College

When evaluating and recruiting a third-party supplier, the College takes into consideration the third-party supplier's:

- Policies and procedures for providing homestay, e.g.,
  - Checklist for site visits
  - Reports (supported by visual evidence where possible)
  - Processes for verifying minimum care arrangements for student(s) are met and are age appropriate - for facilities, security, insurances, transport access, etc
- Homestay family selection criteria
- Processes for ensuring compliance with Blue Card requirements
- Process for monitoring the suitability of accommodation prior to the student's commencement and post-commencement
- Communication strategies with the student, homestay parents and the College
- Risk Management Strategy

The College will also:

- Enter into MoU with third party provider and review as required.  
*E.g., Include provision for a College staff member to visit any premises where a student is accommodated at any time without notice if there are concerns for the student's welfare, and with notice for the College to verify agreed service standards are being met.*
- Monitor the third-party supplier's
  - implementation of its policies and procedures; and
  - maintaining of records of monitoring activities
  - if required, maintaining of records of any intervention / follow-up action
- Maintain current contact details for student and homestay family and updating details in PRISMS as required

- Monitor and maintain records of
  - regular and on-demand visits
  - contact with student / carers noting issues discussed/resolved\
  - activities undertaken or follow up required (for example, when a student is absent from College for more than X days or emergency placement with different homestay family required)
- Survey student experience with third-party supplier (e.g. College-initiated home visit, group or individual student meetings, written surveys)

## Selection and training of homestay hosts

The College recognises that risk management for children in homestay begins with the recruiting, screening and selection of the right people to provide an accommodation service, and continues by having consistent procedures in place for all stakeholders to follow, with adequate management and supervision to ensure they comply with these procedures.

### Selection

In choosing a homestay host, the College must comply with any relevant legislation and be satisfied of the ability of the homestay host to care for the student in a safe and secure environment, and to provide age appropriate support and supervision for a child or adolescent attending school and adjusting to living in a new environment.

All homestay hosts must agree to a Code of Conduct and the College's Child Protection Policy. The College has criteria with regard to how a decision about the suitability of a homestay host is selected. These criteria cover the minimum requirements with regard to:

- blue card requirements;
- facilities and infrastructure (e.g. access to transport);
- hygiene;
- cultural awareness;
- College and homestay rules; and
- services provided (e.g meals, laundry).

All homestay families, and prospective families, are supplied with a copy of this document.

### Induction

The College values the work of homestay hosts and recognises the responsibility to offer support and assistance to ensure that homestay arrangements work well for all concerned. The school has a written induction process which applies to all staff, volunteers and contractors (hereafter called 'staff') during the first twelve months of appointment, and includes procedures for making staff members aware of the legislation on Child Protection and the Code of Conduct expected of staff.

The induction process includes, but is not limited to:

- professional development about identifying and reporting harm or suspected harm;
- making staff aware of the risk management procedures for the protection of children; and
- working through policies related to child protection such as;
  - behaviour management;
  - anti-bullying; and

- disabilities' policy.

In addition, homestay induction includes:

- providing information to homestay hosts about the aims of the homestay program;
- responsibilities of hosts **and** of the homestay students;
- possible problems that may arise and possible solutions;
- legal issues;
- contact points for homestay hosts needing assistance or in an emergency; and
- cultural differences to be aware of.

Adherence to this policy and procedure document will be monitored by the College. A report to the Principal regarding compliance/non-compliance will be provided at every occurrence and at least every 6 months.

Regular contact with the homestay host and homestay student will be established through the Enrolment Office and the Director of Student Development Office. Ongoing counselling and communication with the student will be through the Director of Student Development Office.

The College will make provision for International students to homestay if requested by the student's parent/guardian. The parent/guardian of an International student requiring homestay arrangements must complete a Homestay Arrangement Application Form.

Application for homestay arrangements must be made three weeks in advance of the students' arrival in Australia.

## College responsibilities

Induction to homestay will be arranged individually with host families as the need arises.

The College will provide the homestay host with information relating to the student as soon as it is available.

The College will provide the parent/guardian with the homestay host details prior to the student arrival.

Inspect the homestay host home to ensure all host family responsibilities are being met and carry out periodic inspections to homestay residences.

Host families will be contacted regularly for feedback about the student and the homestay arrangement. Notes will be recorded on the student file in PCSchool. The College will keep the parent/guardian informed about the progress of their child during the course of their child's stay.

Suncoast Christian College will comply with the requirements of the Education (Overseas Students) Act 2018 ['EOS Act'], the Education Services for Overseas Students Act 2000 (C'th) ['the ESOS Act'] and the National Code of Practice 3 for Providers of Education and Training to Overseas Students 2018 (C'th) ['the National Code'], made under the ESOS Act.

Suncoast Christian College will comply with the requirements of the *Education (Overseas Students) Act 2018* ['EOS Act'], the *Education Services for Overseas Students Act 2000 (C'th)* ['the ESOS Act'] and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (C'th)* ['the National Code'], made under the ESOS Act.

## Homestay host responsibilities

Host families must understand that when hosting a homestay student the student becomes a member of the family. Most families find hosting a student very rewarding and gives an insight into different cultures.

Host families may not host more than two students in total at any time.

All members of the host family over the age of 18 years are required to hold a Positive Notice (or blue card) to legally host students who are under 18 years of age. Application can be made by contacting the College.

The homestay host agrees to providing or supplying all the necessary care and welfare as set out in the Homestay Code of Conduct.

Homestay hosts must participate in annual reviews of the homestay arrangement.

Families wishing to become homestay hosts are required to complete the Homestay Host Application Form.

## Homestay fees

Fees:

- the weekly fee for homestay is available on the International Student Fee Schedule;
- students stay (on average) 46 weeks per annum;
- homestay fees must be paid in advance; and
- homestay fees can be paid half yearly, first payment due 31 January and second payment due 31 July.

Refunds – a student and/or parent/guardian is entitled to a full refund of any remaining homestay fees provided written notification is received by the College fourteen (14) days prior to the homestay end date.

## Homestay student responsibilities

Students must agree to follow rules of homestay as set out below: Students must:

- understand that homestay is not a hotel service and must contribute to the household duties as other family members do;
- make every effort to interact with the family members and be a positive and active family member within the household;
- try to behave in a manner consistent with immediate environment and community;
- be willing to accept any reasonable household rule that the family sees fit to impose for the students welfare;
- respect the property and privacy of the host family's personal belongings and affairs and acknowledge that the student is liable for all costs incurred during the homestay period which are not included in the homestay fee and is liable for any loss or damage deliberately caused to host family property; and
- understand that the homestay environment may not be limited to the traditional family structure (mother, father, children).

Students and parents/guardians acknowledge and agree, by signing the application for homestay arrangement that the terms and conditions of this arrangement are understood and agree to be bound by the above rules.

Students must also abide by the requirements of the 'Homestay Code of Conduct', where applicable.



## Further information

More information on how the College protects students from harm refer to the College's 'Child Protection Policy'. This document is available on the website ([www.suncoastcc.qld.edu.au](http://www.suncoastcc.qld.edu.au)) or by contacting the College Assistant Business Manager.

Further details about the homestay arrangements are available by contacting, the Enrolment Officer (61 7 5451 3600 or email [enrolments@suncoastcc.qld.edu.au](mailto:enrolments@suncoastcc.qld.edu.au)). To the extent permitted by law, the College is not liable for any injury, loss or damage that may occur by any means, at any time and place during the homestay.

## HOMESTAY PROVIDER APPLICATION FORM

TO BE COMPLETED BY THE PARENT/GUARDIAN OF HOMESTAY STUDENT - PLEASE PRINT CLEARLY

Details must be completed for each household resident aged over 18

### Primary Contact

Surname:	Given Names:
Marital Status: Mr/Mrs/Miss/MS (please circle)	Date of Birth:
Address:	Postcode:
Contact Numbers: (home) (work) (mobile)	
Email:	Language spoken at home:
Positive Notice Blue Card No:	Expiry Date:
Present Employment:	

### Secondary Contact

Surname:	Given Names:
Marital Status: Mr/Mrs/Miss/MS (please circle)	Date of Birth:
Address:	Postcode:
Contact Numbers: (home) (work) (mobile)	
Email:	Language spoken at home:
Positive Notice Blue Card No:	Expiry Date:
Present Employment:	

### Other resident over 18 living at home

Surname:	Given Names:
Marital Status: Mr/Mrs/Miss/MS (please circle)	Date of Birth:
Address:	Postcode:
Contact Numbers: (home) (work) (mobile)	
Email:	Language spoken at home:
Positive Notice Blue Card No:	Expiry Date:
Present Employment:	
Relationship to Primary Contact:	

**Other resident over 18 living at home**

Surname:	Given Names:
Marital Status: Mr/Mrs/Miss/Ms (please circle)	Date of Birth:
Address:	Postcode:
Contact Numbers: (home)	(work) (mobile)
Email:	Language spoken at home:
Positive Notice Blue Card No:	Expiry Date:
Present Employment:	
Relationship to Primary Contact	

**Children**

Names &amp; ages of children under 18 living in the house (including other homestay children):

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F

**Previous experience as Homestay Provider**

Date \_\_\_\_\_ till \_\_\_\_\_ student age \_\_\_\_\_ Nationality \_\_\_\_\_

Date \_\_\_\_\_ till \_\_\_\_\_ student age \_\_\_\_\_ Nationality \_\_\_\_\_

**Bank Details**

Institution name: \_\_\_\_\_ Branch: \_\_\_\_\_

BSB No: \_\_\_\_\_ Account no: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Preferred \_\_\_\_\_ reference \_\_\_\_\_ (optional): \_\_\_\_\_

1. Why are you interested in hosting an International student?

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2. Your preferences: Gender of student (please circle one):

Male / Female / Either / Age \_\_\_\_\_

3. Briefly describe your home (number of bedrooms, bathrooms, social areas, levels, etc)

Type of home: (circle one) Single / detached / Townhouse / Unit / Duplex

No. of bedrooms: 2 / 3 / 4 / 5 / more Backyard: Small / Large

Pool: ☐ YES ☐ NO If yes Cert No Required: \_\_\_\_\_

No. of bathrooms: 2 / 3 / 4 / more Level(s): \_\_\_\_\_ Social Areas: \_\_\_\_\_

Computer: \_\_\_\_\_ Internet \_\_\_\_\_ Access: \_\_\_\_\_

4. The room where the student will sleep (please circle as appropriate)

Study desk: ☐ YES ☐ NO Lamp: ☐ YES ☐ NO Window: ☐ YES ☐ NO

Curtains/Blinds: ☐ YES ☐ NO Fan/Cooling device: ☐ YES ☐ NO Bed: ☐ YES ☐ NO

Closable Door: ☐ YES ☐ NO Wardrobe: ☐ YES ☐ NO Drawer Space: ☐ YES ☐ NO

5. Does any family member smoke? ☐ YES ☐ NO Do you allow smoking in your home? ☐ YES ☐ NO

6. What are your family's hobbies and interests?

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7. Pets: Dog 1: Indoor/outdoor

Dog 2: Indoor/Outdoor

Cat 1: Indoor/Outdoor

Cat 2: Indoor/Outdoor

Other Pets: \_\_\_\_\_

8. What activities would you be involved in that could potentially include the student?

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9. Are you able to provide transportation to the College for the student? ☐ YES ☐ NO

N.B. All drivers of international students must be over the age of 18.

Do you require the student to catch the College bus? ☐ YES ☐ NO

Travel Distance from Suncoast Christian College: \_\_\_\_\_ KLMS

Is the home close to public transport and other community facilities? ☐ YES ☐ NO

Please indicate nearby amenities: Shopping Centres, Banks \_\_\_\_\_

10. Do you currently have any other international students staying in your home? ☐ YES ☐ NO

11. If so, please provide details (nationality, age, gender, expected duration of stay).

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12. Would you be happy for your contact details to be given out to other Homestay families? ☐ YES ☐ NO

13. Could your household supply specific dietary needs to a Home Stay student? ☐ YES ☐ NO ☐

**Underage Homestay Students:**

Do you and other members of your household possess a Positive Notice (blue card) issued by the Queensland Department of Families under the *Commission for Children and Young People Act 2000* for people involved in the care of children less than 18 years of age? ☐ YES ☐ NO If yes, please supply a certified copy of current Positive Notice (blue card) for all members of the household over 18 years of age.

If no, would you be prepared to apply for a Positive Notice (blue card)? ☐ YES ☐ NO

Please note this application involves a mandatory screening process based on any criminal history.

**Declaration:**

I, \_\_\_\_\_ (print full name), to the best of my knowledge, declared that all the information supplied on this form is correct. I have read and understand the Homestay Policy & Procedures & Risk Management document, including the Homestay Code of Conduct and agree to abide by these documents.

Having read these documents, I understand Suncoast Christian College's commitments to maintaining a safe, friendly environment for children and young people. I agree to uphold the Child Protection Policy, Risk Management Policy and Homestay Policy & Procedures & Risk Management documents and to follow the guidelines and procedures outlined. I will work to contribute positively to the growth and development of the homestay student.

I agree to notify the Enrolment Officer at Suncoast Christian College immediately if there is any change to the information I have given in this application or if I become unable to meet any conditions of the program.

Signed: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Witness: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

**OFFICE USE ONLY**

- ☐ Form of ID sighted to verify Blue card
- ☐ Current driver license
- ☐ Current Credit Card or Medicare card

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**Please note the homestay arrangements are for the enrolled student only and does not include members of the student's family or friends. This form must be lodged three weeks prior to the student entering Australia. Every effort will be made to meet homestay requirements.**

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**Return completed form to:**

The Enrolment Officer

Suncoast Christian College

PO Box 5254

SUNSHINE COAST MC QLD 4560

AUSTRALIA

Telephone: 61 7 5451 3600

Facsimile: 61 7 5442 2212

Email: [info@suncoastcc.qld.edu.au](mailto:info@suncoastcc.qld.edu.au)

*Privacy – Suncoast Christian College collects information for the purpose of arranging accommodation. Information will not be disclosed except to meet Government, legal or other regulatory authority requirements. For more information about the Privacy Policy of Suncoast Christian College go to the website [www.suncoastcc.qld.edu.au](http://www.suncoastcc.qld.edu.au) or contact the Assistant Business Manager.*

## Homestay Code of Conduct

### The Homestay Host agrees to:

1. host no more than two international students in total at any time;
2. provide a clean tidy home close to the School, and located near public transport routes;
3. provide a safe, secure, private bedroom with suitable storage space for personal effects and facilities for study, including a desk, chair and adequate lighting;
4. offer three healthy sustaining meals each day as well as snacks at other times as required;
5. allow access to bathroom and laundry facilities and all general areas of the home;
6. provide towels, sheets, blankets, eating, cooking and other domestic utensils;
7. provide keys or alarm passwords to allow student free access to the home;
8. give the new student a general orientation to the local area and community facilities available, such as the public transport system;
9. send a family member to accompany the student to school on the first day;
10. notify the College in advance of significant changes to Homestay Family circumstances;
11. include the student in family activities and treat the student as a member of the family;
12. receive a copy of school reports if requested by the student's parents and attend school interviews on the parent's behalf;
13. support the student's attendance at school and assist with homework;
14. have responsibility for the care and welfare of the student;
15. provide adequate out of school hours supervision;
16. communicate with the student in English and converse with the student regularly;
17. immediately contact the Enrolment Officer if there are any concerns regarding the student's academic progress, health, or welfare;
18. assist the student to access any necessary health related services by making appointments and accompanying the student if necessary;
19. ensure the College holds up to date contact and emergency contact details for the family and the student;
20. provide access to the use of television, telephone, computer and internet facilities, assist with additional connections if required, and negotiate proper use within the home;
21. enable access to a landline telephone (or suitable alternative) in the home to facilitate communication between students and their parents;
22. allow Education Queensland International (EQI) and College Staff access to the home for periodic inspections;
23. attend homestay family orientation and training sessions arranged by the College as appointed; and
24. read the Homestay Policy & Procedures & Risk Management document and communicate self-assessment annually or when contacted by the College.



**The College agree to:**

1. provide the Homestay Family with Student information as soon as it is available;
2. provide the Student/Parent/Agent with Homestay Family details prior to arrival;
3. advise students and parent/guardian of the Homestay Fees per week, and charge all students in advance;
4. forward Homestay Fees according to the bank account details provided to homestay families; and
5. visit Homestay residences as required to carry out periodic inspections.

**Australian Law:**

1. the Homestay Family and the student will obey Australian laws and regulations at all times; and
2. all family members over 18 years of age residing in the home will obtain a Blue Card in compliance with the regulations of the *Commission for Children and Young People and Guardian Act 2000*.

**Termination:**

If the Homestay Family breaches this Code of Conduct, the College will initiate a step by step process, including investigation, counselling, mediation and notification of parent/guardians.



**SUNCOAST**  
CHRISTIAN COLLEGE



[www.suncoastcc.qld.edu.au](http://www.suncoastcc.qld.edu.au)

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