

Swan Christian College
CRICOS PROVIDER NO: 00459J

Guidelines for a Local Guardian of an Overseas Student

Swan Christian College requires all overseas students enrolled at the School, irrespective of age, to have a nominated local Guardian for the duration of their enrolment. The Guardian is required to oversee all aspects of the student's welfare while the student is enrolled at the School. The Guardian must also be prepared to provide approved homestay accommodation for the overseas student during School holidays and long weekends, if required, while the student is enrolled at the College, in accordance with Standard 5 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. The College's Overseas Student Co-ordinator will need to approve the Guardian's capacity to provide homestay accommodation, if required, prior to the enrolment of the overseas student being finalised.

A local Guardian must be at least 25 years old and nominated by the overseas student's parent(s). The local guardian must be a permanent resident in Australia, or on a Temporary Resident's visa which is valid for the duration of the overseas student's enrolment at the College.

The local Guardian must:

1. Prior to the Overseas Student's Arrival

- (a) Meet with the College's Overseas Student Coordinator or delegate prior to the completion of the enrolment procedure for the student, to complete the assessment of the Guardian's homestay facilities. Items to be considered in making this judgement will include:
 - (i) The provision of a safe and secure environment
 - (ii) Clean and comfortable accommodation
 - (iii) Adequate heating and cooling
 - (iv) Access to kitchen and laundry facilities
 - (v) Suitable bathroom facilities
 - (vi) Suitable sleeping accommodation, either in a private room or shared
 - (vii) Adequate study and living areas
 - (viii) Provision of three meals, plus snacks, each day
 - (ix) Suitable transport arrangements
 - (x) Agreed use of facilities such as the telephone, internet and computer, or television
 - (xi) Suitable supervision for a student of this age

2. Upon the Overseas Student's Arrival

- (i) If possible, to meet the student (and his/her parents if travelling with the student) at the airport, or make other suitable transport arrangements for the student (and his/her parents) and to meet the student as soon as possible after their arrival in Perth.
- (ii) Provide accommodation for the student if he/she arrives prior to the school term.
- (iii) Assist the overseas student to set up suitable banking arrangements, as well as to help with the purchase of any College uniform and College supply requirements.

3. During the First Days at the School

- (i) Assist the overseas student with settling into the College.
- (ii) Arrange for the overseas student (and his/her parents if travelling with the student) the Principal and/or Dean of Students.

4. When the Overseas Student is Sick

- (i) Arrange medical treatment for the overseas student as necessary, in consultation with the overseas student's parents and the College.
- (ii) Provide quarantine accommodation if necessary, in the case of the overseas student catching an infectious disease such as chicken pox.

5. General and Ongoing Responsibilities during the Overseas Student's Enrolment
 - (i) Provide for the emotional and moral welfare of the overseas student when he/she is staying with the Guardian.
 - (ii) Assist with personal banking arrangements and any purchases necessary for school camps, excursions and other outings.
 - (iii) Maintain regular contact with the overseas student if he/she is in Boarding, or in a different approved homestay placement.
 - (iv) Notify the Principal of any problems or concerns relating to the overseas student.
 - (v) Always notify the Head of Secondary or the Head of Boarding of all Guardian contact details (address, email address, home and work telephone numbers, or any changes in these details, whether temporary or permanent).
 - (vi) Agree to the Overseas Student Coordinator conducting a regular review of homestay arrangements for the overseas student. At least 24 hours' notice will be given prior to any review taking place. A record of the review will be kept on the student's file.
 - (vii) Inform the Principal, the overseas student and the overseas student's parents immediately if considering withdrawing from the Guardianship role.
 - (viii) Inform the Principal if the Guardian is to travel away for a period of time, and inform the nominated Temporary Guardian of the arrangements and that he/she will be assuming the role for a period of time, and their responsibilities in the role.
6. For other Weekend Visits of the Overseas Student to other College Families
 - (i) In response to requests from the overseas student to visit a College friend's family home for a short stay (up to fourteen nights), contact the parents of the family concerned to discuss the accommodation arrangements and activities to be undertaken during the visit and to give permission, or to decline permission, for the overseas student to visit the family for the weekend. Inform the College in writing, using Form E, of the decision.
7. Dispute and Grievance Procedures
 - (i) If any dispute or grievance arises during the Overseas Student's enrolment, help resolve the dispute or grievance according to the informal and formal processes highlighted in the College's Dispute and Grievance Policy for Overseas Students, which is available on the College's website (and a copy of which is included in this booklet).
8. Liability
 - (ii) Recognise that the Guardian is not liable if the parents of the overseas student do not provide adequately for the financial needs of the overseas student.
 - (iii) Discuss the possibility with the overseas student's parents that the private property of the student may not be covered under the Guardian's Home Contents Insurance Policy.

Guardians of overseas students are welcome to join the College community by attending Awards Night, parent information evenings, parent/teacher meetings/interview and other social College functions. The College looks forward to establishing a close working relationship with all Guardians of overseas students.