Homestay Company Screening Policy

Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018.

1. Alphington Grammar School employs comprehensive selection, screening and monitoring processes when engaging third parties, such as our homestay providers, to assist with shortlisting possible homestay options. Responsibility for screening, selecting and monitoring homestay providers and homestays rests solely with the school and this is not delegated to any other party. Alphington Grammar School gathers, verifies and records information required by Standard 5.3 of the National Code (2018) of any adults involved in or providing accommodation for our International Students **before** placing the overseas student in a homestay.
   - 1.1. The School meets twice a year with Homestay Companies to ensure requirements outlined in our Homestay Company Agreement are being met. We review and appraise their homestay services and make necessary changes. These meetings also provide the opportunity to ensure that the Certificate of Currencies and Agreements are valid.
   - 1.2. All companies engaged with the School sign agreements yearly.
   - 1.3. The school will hold and maintain records of homestay company staff and hosts. Information is collected and updated regularly regarding any commercial homestay company staff and homestay families whom the School engages to perform child-connected work. Alphington Grammar confirms the personal identification and completes reference checks for employees **before** they commence child-connected work with the school. This information includes the following:
     - a) Current WWCC (Working with Children Check)
     - b) Proof of personal identity and any professional/other qualifications
     - c) The person's history of work involving children
     - d) References that address the person's suitability for the job and working with children
   - 1.4. Each term we screen all Homestay Company staff to ensure they have current Working With Children's Checks (WWCCs). This is uploaded to the Department of Justice once a term for verification to ensure all documentation is current.
   - 1.5. We require Homestay Companies working with the School to advise us of any new staff or any termination of staff within 5 business days of the change taking place.
   - 1.6. Once Alphington Grammar School has been given the responsibility for the welfare of International Students (CAAW), we do not delegate or outsource this responsibility to any third party.
   - 1.7. Our International Student Coordinator maintains evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the School in accordance with this Policy and by keeping any written agreements entered into by the School.
   - 1.8. Records will be maintained in accordance with our International Students Records Management and Retention Policy.