

Younger Students Policy and Procedure

1. Introduction

This document outlines CCEB's policy and procedure for supporting students under 18 years old and ensuring the safety and wellbeing of those students. This document is to be used in addition to CCEB's Student Welfare and Support Policy and Procedure.

2. Policy

- 2.1 CCEB provides all younger students with appropriate academic and welfare support services, information, advice and assistance.
- 2.2 CCEB meets relevant Commonwealth and state legislation and other relevant requirements relating to child welfare and protection for all enrolled younger students.
- 2.3 All staff members must undergo a Working with Children Check.
- 2.4 Any CCEB approved family hosting students (homestay) under the age of 18 years old must undergo a Working with Children Check. This applies to all adults staying in the homestay.
- 2.5 An approved homestay must be at least 21 years old, of good character and have an appropriate visa to remain in Australia until the overseas student's visa expires, or they turn 18.
- 2.6 CCEB will give all younger students important age and culturally appropriate safety information. This may be in addition to CCEB's standard orientation information. Information will include:
 - Who to contact in an emergency situation, including contact numbers of nominated staff members; and
 - How to seek assistance and report any incidents involving abuse or any kind.
- 2.7 Younger students not on a student visa can arrange their own accommodation and are not required to get this approved by CCEB.
- 2.8 Students under the age of 18 years old staying with a CCEB homestay family are required to read and sign the Homestay Code of Behaviour Under 18 Students. Their parents/ guardians are also required to countersign.
- 2.9 CCEB is aware that the welfare of overseas students under the age of 18 years old on a student visa must be maintained for the duration of their stay in Australia.
- 2.10 CCEB retains the ultimate responsibility for approving and assuring welfare arrangements of overseas students under the age of 18 years old on a student visa until the student:
 - is outside Australia; or
 - turns 18; or
 - transfers to another providers CAAW; or
 - enters the care of a nominated guardian approved by the Department of Home Affairs.
- 2.11 Accommodation, welfare and support arrangements for overseas students under the age of 18 can either be:
 - approved by the Department of Home Affairs or
 - arranged/ approved by CCEB
- 2.12 If a younger overseas student is going to live with a parent, legal custodian, or eligible relative as requested on the Accommodation and Welfare for Under 18 Students form, CCEB is not accepting responsibility for the welfare arrangements of the student. If the student is going to live with an approved CCEB homestay family as requested on the Accommodation and Welfare for Under 18 Students form, CCEB is accepting responsibility for the welfare arrangements of the student.

Younger Students Policy and Procedure

- 2.13 Before the student commences at CCEB, it is the parent's/ guardian's and students' responsibility to inform CCEB of any changes to the arrangements made on the Accommodation and Welfare for Under 18 Students form.
- 2.14 After the student commences at CCEB, the student must seek approval from CCEB to have any changes made to the arrangements made on the Accommodation and Welfare for Under 18 Students form. Students risk being reported to the Department of Home Affairs – Immigration and Citizenship if they make alternative arrangements without approval from CCEB.
- 2.15 CCEB has the right to cancel and transfer the student to another appropriate accommodation at any time in the best interest of the student.
- 2.16 A parent, legal custodian, or eligible relative can be nominated to take responsibility for the younger overseas student's accommodation, welfare and support whilst in Australia. In this case, the welfare arrangements are approved by the Department of Home Affairs. CCEB is not involved in this process.
- 2.17 Where CCEB accepts responsibility for the welfare arrangements of the younger overseas student, the student must stay in accommodation approved by CCEB.
- 2.18 When CCEB accepts responsibility for the welfare arrangements of an overseas student under the age of 18, a CAAW letter is created at the same time as a CoE.
- 2.19 CCEB must select a start and end date for the period of which we are willing to accept responsibility for approving accommodation, support and welfare arrangements for an younger overseas student. This is recorded in the CAAW. By default, the nominated date for which CCEB accepts responsibility for the welfare arrangements of a younger overseas student is for the period of the CoE plus 7 days after the CoE date.
- 2.20 Overseas students under the age of 18 must maintain appropriate welfare arrangements for their duration of stay in Australia. The student must not enter Australia before the CAAW commencement date. If a younger overseas student with accommodation and welfare approved by CCEB wishes to arrive in Australia earlier than the CAAW commencement date, they must be accompanied by a nominated guardian approved by the Department of Home Affairs. If they are unaccompanied, CCEB must extend the approved care arrangements to cover the student from the date of their arrival.
- 2.21 For younger overseas student taking multiple courses or courses with more than 1 registered providers, it is the student's responsibility to ensure they have adequate welfare arrangements in place during any gap periods between courses or providers. Where possible, if CCEB delivers courses as part of a package of courses, CCEB will communicate with other providers about sharing responsibility for approving welfare arrangements to ensure any gap period before/ after the CCEB CoE is covered.
- 2.22 If an emergency situation occurs which disrupts the welfare arrangements without warning, CCEB will activate the Critical Incident Policy.
- 2.23 If CCEB suspends or cancels the enrolment of an overseas student on a CAAW, CCEB will continue to check the suitability of welfare arrangements until one of the following occurs:
- the overseas student has alternative welfare arrangements approved by another registered provider; or
 - the overseas student has a nominated guardian approved by the Department of Home Affairs; or
 - the overseas student leaves Australia; or
 - the registered provider has notified the Department of Home Affairs through PRISMS that it is no longer able to approve the overseas student's welfare arrangements; or

Younger Students Policy and Procedure

- the registered provider has taken the required action under Standard 5.5 after not being able to contact the overseas student; or
- the overseas student turns 18.

2.24 CCEB's responsibility for welfare arrangements for a younger overseas student can only be terminated in 2 circumstances:

- if alternative welfare arrangements have been put in place; or
- if CCEB can no longer take responsibility for the student due to events such as:
 - the enrolment being suspended or cancelled;
 - the student refusing their accommodation or leaving the accommodation without notice, even after CCEB has made all attempts to assist the student maintain appropriate arrangements;
 - the accommodation provider being unable to maintain arrangements;
 - the student going missing from their accommodation, even after the critical incident policy is implemented.

2.25 CCEB will make all reasonable efforts to contact the younger overseas student's parents and/ or Agent to immediately notify them if we are no longer able to take responsibility for the students' welfare.

2.26 If CCEB is no longer able to take responsibility for the younger overseas student, the student will be reported within 24 hours by CCEB through PRISMS using the 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter.

2.27 Once a younger overseas student turns 18, CCEB's CAAW responsibilities cease. CCEB will continue to provide welfare and support under the Student Welfare and Support Policy and Procedure.

2.28 All relevant staff will be informed and updated on changes to policies and procedures as and when the policy is updated.

3. Procedures

- 3.1 When CCEB enrolls an overseas student who is under the age of 18, an Accommodation and Welfare for Under 18 Students form must be completed by the student's parent(s)/ guardian and submitted before a Letter of Offer is issued.
- 3.2 When CCEB creates a CoE(s) for the overseas student, we will indicate whether the college is accepting responsibility for the underage student's accommodation and welfare arrangements.
- 3.3 Where CCEB is accepting responsibility, a CAAW letter is created through PRISMS. The CAAW will be signed by CCEB and sent to the student/ student's agent.
- 3.4 Where the living arrangements of a younger overseas student changes and CCEB continue to accept responsibility, CCEB will advise the Department of Home Affairs of the new arrangements through PRISMS within 5 working days.
- 3.5 If a younger student does not comply with the Code of Behaviour, they will be counselled and if the behaviour continues, their parents will be contacted. If the student has come through an Agent, their agent will be kept informed. CCEB may decide to cancel a student should their behaviour continue.
- 3.6 If a younger student is going to have their enrolment cancelled by CCEB, the parents and Agent (if applicable) will be contacted before the enrolment is cancelled and requested to make arrangements for the student to leave Australia.
- 3.7 If CCEB is unable to contact the younger student and has concerns for their welfare and the student has not made contact with CCEB, their parents, homestay, or Agent, CCEB will notify the police. If a student is on a

Younger Students Policy and Procedure

student visa, CCEB will also report in PRISMS that we are no longer able to approve the student's welfare arrangements.

- 3.8 CCEB will record notes relating to any issues in the student management system.
- 3.9 If a student has any issue, they are advised to come to reception during school open hours where they can be guided to the staff member who can assist them. They are informed about this in their orientation.
- 3.10 In an emergency situation outside of school hours students can call the emergency number. The CCEB emergency number as well as contact details of other medical and emergency services are provided in the Pre-departure Booklet – Student Handbook.

4. Definitions

- a) Student – All students enrolled at CCEB.
- b) Overseas Student – Any student who holds a student visa as defined by the ESOS Act.
- c) Younger student – Any student under the age of 18 years old.
- d) Staff – All workers and contractors of CCEB.
- e) Homestay – Accommodation in the home of a local family.
- f) Eligible relative – A person nominated by a parent or person who has custody of the applicant who is:
 - a parent, spouse, de facto partner, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew; and
 - aged at least 21 years old; and
 - of good character, and show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
 - an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age (whichever happens first).
- g) Welfare – All matters relating to the mental and physical wellbeing of students.
- h) ESOS – Education Services for Overseas Students Act 2000. This act sets out the legal framework governing delivery of education to international students in Australia on a student visa.
- i) CAAW – Confirmation of Appropriate Accommodation and Welfare letter.
- j) CoE – Certificate of Enrolment.
- k) PRISMS – Provider Registration and International Student Management System.

5. Relevant Legislation

Commonwealth	National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 5) Education Services for Overseas Students Act 2000
Queensland	Child Protection Act 1999

6. Related Documents

Letters/ forms	Accommodation and Welfare for Under 18 Students form Homestay Code of Behaviour Under 18 Students Homestay Additional Permissions Under 18 Students Accommodation and Welfare for Under 18 Students form
Policies/ procedures	Critical Incident Management Policy and Procedure Student Welfare and Support Policy and Procedure

Younger Students Policy and Procedure

	Monitor and Review of Accommodation Arrangements Policy and Procedure
Other documents	Pre-departure Booklet – Student Handbook

Document History

Version	Version release date	Author	Description of change	Date for next review
Under 18s	Sep 2010		Original document	
Younger Students Policy and Procedure v2	Aug 2021	H. Pearce (Admin Coordinator)	Reformatted and updated in accordance with Standard 5 of The National Code 2018	Aug 2024