



Policy: Trinity College Pathways School Younger Students

Policy Type:	Divisional
Policy Number:	TCDP01
Date Approved:	13 March 2020
Previous Policy:	Trinity College Pathways School Younger Students Policy
Review Date:	21 February 2021

1 OBJECTIVES

The purpose of this policy is to ensure that appropriate accommodation and welfare arrangements are in place for students who are under 18 years of age during their enrolment at Trinity College. Trinity College is committed to providing a safe study environment and a positive student experience for younger students as per the the *ESOS Act 2000*, *Migration Act 1958*, *The National Code 2018* and the *Victorian Child Safe Standards*.

2 SCOPE

- 2.1 This policy relates to the care and accommodation arrangements of all Trinity College Pathways Students, on a student visa, who are under the age of 18 (younger students).
- 2.2 This policy addresses the following key areas of importance in ensuring the safety of minors:
 - a) assessment of accommodation and welfare arrangements of prospective students who are under 18 years of age
 - b) monitoring of accommodation and welfare arrangements of enrolled students for whom Trinity College has issued a CAAW (Confirmation of Accommodation and Welfare) CAAW form.
 - c) changes or termination of provider approved accommodation and welfare arrangements
 - d) provision of age-and culturally appropriate information regarding emergency contacts and who to contact in the event of sexual, physical or other abuse

3 POLICY

Assessment of Accommodation and Welfare Arrangements of prospective students

- 3.1 Trinity College acknowledges that commencing international students who are under 18 years of age (younger students) are required, by the Australian government, to have approved welfare and accommodation arrangements in place prior to being issued with a student visa.
- 3.2 The student's parents or legal guardian are responsible for applying for the Accommodation and Welfare arrangements.
- 3.3 Applications and offer acceptances for younger students to study at Trinity College must include a signed declaration by the parent or legal guardian and must nominate the accommodation and welfare arrangements for the student.
- 3.4 There are two welfare and accommodation options available to younger students enrolled at Trinity College:
 - a) Parents/legal guardians apply directly to Department of Home Affairs for a nominated eligible relative to act as student guardian, or
 - b) Parents/legal guardians request that Trinity College assumes responsibility, under the migration regulations for approving the accommodation, support and welfare for the student until the student turns 18 or the period nominated in the welfare agreement ends.
- 3.5 In the case of 3.4b, Trinity College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) for the period of time nominated in the agreement. The welfare start and end dates will be specified in the CAAW.
- 3.6 Trinity College will only assume the responsibilities outlined in option 3.4 b) where the student agrees to reside in Trinity College pre-approved accommodation.
- 3.7 All pre-approved accommodation providers must have been assessed by Trinity College to have met the requirements as specified in the *Trinity College Pathway School Pre-approved Accommodation Approval and Monitoring Procedure* and the *Trinity College Pathways School Accommodation Service Standards*.
- 3.8 Where younger students wish to enter into shared accommodation arrangements at a pre-approved accommodation provider, the arrangements must comply with the *Under 18 Shared Accommodation Policy*.
- 3.9 Where a younger student transfers to Trinity College from another education provider, Trinity College will liaise with the provider to agree on the dates for the new CAAW to ensure continuity of arrangements for the student.

- 3.10 Where the student is continuing study with another provider, breaks between courses will be negotiated with the other provider to ensure that there is no gap in the accommodation and welfare arrangements. Where there is a gap in the arrangements between providers the student is expected to return home during this time.

Monitoring of arrangements where Trinity College has issued a CAAW

- 3.11 All pre-approved Accommodation providers are required to provide a signed *Accommodation Provider Declaration, Accommodation Provider Application and Information Form*.
- 3.12 All pre-approved accommodation for younger students must be inspected by Trinity College at least every 6 months and must continue to meet the requirements of the *Trinity College Accommodation Service Standards*.
- 3.13 Students enrolled at Trinity College are provided with a variety of support services during their enrolment, including peer buddies, mentors, wellbeing planners, wellbeing staff assistance and monitoring, onsite nurses, and where required counsellors. Younger students are able to access these services themselves and may also be referred to use these services.
- 3.14 Trinity College Pathways School monitors all student attendance as per the *Trinity College Pathway School Student Attendance Policy* and has mechanisms in place for contacting students who have been absent for 3 consecutive days of classes without approval and for triggering the critical incident process.
- 3.15 Trinity College pre-approved accommodation providers are required to record student attendance and report to absences Trinity College.
- 3.16 Students who fail to sign in to their accommodation on time risk breaching the requirements outlined in the *Under 18 Student Curfew Policy and Procedure*.

Changes or termination of provider approved accommodation and welfare arrangements

- 3.17 Trinity College reserves the right to withdraw approval of the accommodation and welfare arrangements where it becomes apparent that the welfare and accommodation agreement has been breached.
- 3.18 Any changes to the CAAW arrangements will be communicated to the parents or legal guardians immediately.
- 3.19 Breaches of the accommodation and welfare agreement may include, but are not limited to the following:
- a) Student refusal to stay in the approved accommodation
 - b) Repeated breaches of the under 18 student curfew procedure
 - c) Circumstances causing serious concerns for the students health and wellbeing

- 3.20 Where the approval of care arrangements are withdrawn the following actions will be undertaken:
- a) In the event that the breaches of the CAAW arrangement cannot be rectified, the student and their parents/legal guardian will be notified of Trinity College's intention to cancel the CAAW. The Department of Home Affairs will be notified via PRISMS within 24 hours of the notification. The student's enrolment at Trinity College may be terminated.
- 3.21 In the event of an emergency, or disruption to the student's accommodation and welfare arrangements, Trinity College will move the student to another Trinity College pre-approved accommodation at the parents expense where applicable. Emergencies may include: eviction, moving to an illegal sublet, financial difficulties, conflict and relationship problems and sexual assault.
- 3.22 Once a CAAW has been issued, any changes to the student accommodation or welfare arrangements must be approved by Housing and Accommodation Office. Student's must obtain their parent's consent prior to seeking approval to change accommodation.
- 3.23 Where a younger student's enrolment at Trinity College is terminated or suspended (whether voluntarily or involuntarily), Trinity College will continue to check and monitor the student's accommodation and welfare arrangements unless one of the following occurs:
- a) The student has alternative welfare arrangements approved by another registered provider or Department of Home Affairs
 - b) The student leaves Australia
 - c) Trinity College has notified the Department of Home Affairs that it is no longer able to approve the welfare arrangements
 - d) Trinity College is not able to contact the student despite making all reasonable efforts including notifying the parents, police and any other government agencies.

Provision of age-and-culturally appropriate information regarding emergency contacts and who to contact in the event of sexual, physical or other abuse

- 3.24 Trinity College provides age appropriate information to students during orientation sessions regarding student safety, emergency contacts, *The Trinity College Student Code of Conduct*, the *Victorian Child Safe Standards* and the *Trinity College Child Safe Policy*.
- 3.25 Upon arrival, Trinity College students are issued with the Trinity College Student Card which contains information regarding emergency contact numbers, the Trinity College After Hours hotline, OSHC.

3.26 Trinity College Learning Management System (TCOLE) and the student portal has student information including contact details for the onsite nurses, counsellors and the student wellbeing team.

3.27 Students who have been involved in, or witnessed, an incident involving a younger student are able to report the incident using the *U18 Child Safe Incident – Student report* available on TCOLE or by notifying the Child Safe Champion (Associate Dean - Student Services).

4 PROCEDURAL NOTES

4.1 The following policy and procedural documents pertain to this policy:

- a) Trinity College Pathway School Pre-Approved Accommodation Approval and Monitoring Procedure
- b) Trinity College Pathway School Accommodation Service Standards
- c) Trinity College Pathway School Under 18 Shared Accommodation Policy
- d) Trinity College Pathway School Under 18 Student Curfew Policy and Procedure

5 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Parents Nominate the type of Care and Accommodation Arrangements	Parents/Admissions	If Parents nominate an eligible family member they must apply through Home Affairs for approval
Approves and monitors Accommodation	Housing and Accommodation Office regulate the provision of accommodation for students under the age of 18, and execute the policies and procedures in place to monitor compliance with legal requirements.	
Creates the CAAW in PRISMS on behalf of the Dean Pathways School	Registrar	
Conducts welfare, attendance and curfew checks on students. Manages Mentor program 'My Wellbeing Planner'.	Student Wellbeing Office	
Monitors pre-approved accommodation providers	Housing and Accommodation Office	
Reports discontinuation of CAAW in PRISMS	Registrar	

6 DEFINITIONS

Eligible Relative: The Home Affairs definition of eligible relative includes: spouse, de facto partner, parent, sibling, grandparent, legal custodian, aunt, uncle, niece nephew, step-parent, step-sibling, step-grandparent, step-aunt or uncle, step-niece or nephew.

Accommodation provider – may include student apartments, student hostels, rooming houses, homestay companies and university residential colleges.

CAAW – Confirmation of Appropriate Accommodation and Welfare letter.

CAAW letter - Confirmation of Appropriate Accommodation and Welfare letter sent from Trinity College to the Department of Home Affairs in accordance with Standard 5 of the National Code.

CoE – Confirmation of Enrolment.

Child Safe Standards – Victoria has compulsory minimum standards for organisations that provide services for children to help protect children from abuse

Child safety – encompasses matters related to protecting all children from child abuse, managing the risks of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.

HA – Department of Home Affairs, the Australian Government’s portfolio which includes all immigration and visa matters.

National Code 2018 – The National Code of Practice for Providers of Education and Training to Overseas Students (the National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses

Pre-approved accommodation – External accommodation providers who have met the Trinity College Accommodation Service Standards.

PRISMS – Provider Registration and International Student Management System

Student Wellbeing Office – the Student Wellbeing Office at Trinity College.

WWCC – The Working with Children Check assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for them, are subject to a screening process.

Younger student – a student under the age of 18 years

7 RELATED DOCUMENTS AND LEGISLATION

7.1 Related legislation and departments

Department of Education and Training (Cth)
Department of Home Affairs (Cth)

Education Services for Overseas Students Act 2000 (ESOS Act)
 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)
 Overseas Students Ombudsman
 Criminal Code Act 1995 (Cth)
 Crimes Act 1958 (Vic)
 Commission for Children and Young People Act 2012

7.2 Related Trinity College Pathways School Documents

TCPS Complaint Policy and Procedure
 TCPS Student Code of Conduct
 TCPS Variations to Student Enrolment
 TCPS Special Consideration Policy and Procedures
 TCPS Procedures for Monitoring Student Attendance
 Trinity College Child Safe Policy
 Child Safe Reporting Process
 TCPS My Wellbeing Planner
 TCPS Student Curfew Safety Policy

8 POLICY OWNER

The Associate Dean Student Services Pathway School is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

9 REVIEW

This Policy is to be reviewed by 28 February 2021.

10 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
	Pathways School Executive	13/03/2020	13/03/2020	Removed Private Minder option from policy and changed to new template. Separate assessment and approval