



Trinity College Pathways School Younger Students Policy

Policy Type:	Divisional Policy
Policy Number:	TCDP01
Date Approved:	13 March 2024
Previous Policy:	Trinity College Pathway School Younger Students Policy
Review Date:	July 2027

1 OBJECTIVES

- 1.1 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 (younger students) during their enrolment at Trinity College.
- 1.2 Trinity College is committed to providing a safe study environment and a positive student experience for younger students as per 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 younger prospective students.
 - b) Monitoring of accommodation and welfare arrangements of enrolled students for whom Trinity College has issued a CAAW (Confirmation of Accommodation and Welfare) CAAW.
 - c) Changes to (or termination of) accommodation and welfare arrangements after a CAAW has been issued.
 - 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 they 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 and engages the services of the Trinity approved student advocate- ISA Student Advocates.
- 3.7 If 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.
- 3.8 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.
- 3.9 Where the younger student is continuing study with another provider, Trinity will negotiate with the other provider to ensure that there is no gap in the accommodation and welfare arrangements.
- 3.10 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 Pre-approved Accommodation providers are required to engage in a Preferred Accommodation Services Agreement (the Agreement) which outlines standards of accommodation and services expected.
- 3.12 The Agreement provides for the certain requirements pertaining to monitoring the CAAW arrangements including:
 - a) monitoring student attendance at the accommodation (via the Curfew register),
 - b) adhering to processes regarding communicating with ISA Student Advocates and Trinity College regarding curfew and accommodation bookings
 - c) providing an age appropriate orientation to students including an explanation of the TCPS U18 Curfew Safety Policy and Procedure as well as
 - d) allowing regular inspections of the accommodation by Trinity College (at least every six months).
- 3.13 Younger students' welfare arrangements are monitored via communications with, ISA Student Advocates, accommodation providers, the students and parents.
- 3.14 Trinity College maintains a register of complaints regarding accommodation providers and student advocates.

Changes or termination of provider approved accommodation and welfare arrangements

- 3.15 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.
- 3.16 Any changes to the CAAW arrangements will be communicated to the parents or legal guardians immediately.
- 3.17 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 student's health and wellbeing.
- 3.18 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.
 - b) The Department of Home Affairs will be notified via PRISMS within 24 hours of the notification.
 - c) The student's enrolment at Trinity College may be terminated.
- 3.19 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.
- 3.20 Once a CAAW has been issued, any changes to the student accommodation or welfare arrangements must be approved by Trinity College's Accommodation Office. Student's must obtain their parent's consent prior to seeking approval to change accommodation.
- 3.21 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.

- 3.22 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.
- 3.23 Upon arrival, Trinity College students are issued with the Trinity College Student Card which contains information regarding emergency contact numbers and the Trinity College After Hours hotline.

- 3.24 Trinity College Learning Management System (LMS) has student information including contact details for the onsite nurses, counsellors and the student wellbeing team.
- 3.25 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 the LMS or by notifying the Child Safe Champion - The Dean (Pathways School).

4 PROCEDURAL NOTES

- 4.1 The following policy and procedural documents pertain to this policy:
- a) TCPS Approval and Monitoring of Third-Party Service Providers for Younger Students
 - 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 the Department of Home Affairs for approval
Approves and monitors Accommodation	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	Registrations	
Conducts welfare, attendance and curfew checks on students. Manages Mentors and works with ISA student advocates	Student Wellbeing	
Monitors pre-approved accommodation providers	Accommodation Office	
Reports discontinuation of CAAW in PRISMS	Registrations	

6 DEFINITIONS

Eligible Relative: The Department of Home Affairs definition of an 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, student rooming houses, homestay providers 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 – 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

Related Legislation and Departments

Department of Education (Cth)

Department of Home Affairs (Cth)

Commission for Young People

Overseas Student Ombudsman (OSO)

Education Services for Overseas Students Act 2000 (ESOS Act)

Foundation Program Standards 2021

Related Trinity College Pathways School Documents

- TCPS Complaints and Appeals Policy
- TCPS Complaints and Appeals Procedure
- TCPS Student Code of Conduct
- TCPS Attendance Policy
- Trinity College Child Safe Policy
- TCPS Student Curfew Safety Policy
- TCPS Under 18 Shared Accommodation Policy

8 POLICY OWNER

The Dean - Pathways 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 2027

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
	Pathways School Executive	13/03/2024	05/04/2024	Included ISA Student Advocate and updated related policies