

# Strathcona Baptist Girls Grammar School

## Overseas Students – Child Abuse risk reduction procedures

<i>Policy designation</i>	<i>R027EX0419-24</i>	<i>Policy audience</i>	<i>Internal staff</i>
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### Rationale

In the interests of all of our students and in compliance with Child Safe Legislation, Strathcona has developed policies that oversee the wellbeing and safety of all children in our care. Hence, Strathcona is committed to providing a safe school environment for all students and staff and in particular for our Overseas Students. The School has zero tolerance for child abuse.

Strathcona recognises that Overseas Students are likely to require additional assistance and support with regard to Child Safe measures, because they are living away from home and through cultural and/or language misunderstandings may misinterpret the intentions or actions of others. Thus, in the interests of the wellbeing and safety of Overseas Students, the School has established processes and protocols for dealing with Child Abuse issues. These protocols and procedures are to be read in conjunction with the following Strathcona Policies: Child Safe Policy, Child Safe Code of Conduct; Code of Conduct for Parents/Guardians; and the Overseas Students Complaints Handling Policy.

### Scope of Procedures and Protocols

These protocols apply to all Overseas students of Strathcona. All staff members of the School are to be familiar with the expectations included in this document. Overseas Students' Welfare Support and Supervision providers, Homestay Hosts, and Homestay Providers have specific responsibilities that are also defined in the document.

### Procedures put in place by Strathcona to promote Overseas Student safety:

- Strathcona has strict Child Safety Policies that require that all staff have a current WWCC and up-to-date National Police Checks.
- All visitors to Strathcona are required to sign in at the Campus Reception, and acknowledge that they understand their obligations under the Child Safe Standards.
- All Strathcona staff attend annual mandatory training reviewing Child Safe Policies.
- Strathcona has an established program for Overseas Students which is delivered at orientation by our Overseas Students' Co-ordinator and overseen by the Deputy Principal This promotes understanding of the school and its surrounds and includes a Safety Briefing on who to contact should they ever feel unsafe and how to make

contact with appropriate personnel, including nominated Child Safety Officers.

- With regard to Overseas Students of Chinese background, Strathcona has staff on site who speak Mandarin; and whom are involved with Overseas Student Pastoral Care. These staff members are accessible to Overseas Students and co-ordinate activities and mentorship opportunities. They are also available for appointments to provide clarity around language and interpretation and, as such, are well able to provide advice on Child Safe issues.
- Strathcona requires all Overseas students to have a Welfare Support and Supervision provider who can converse in the language of the Overseas Student; they are required to be accessible for advice and guidance 24 hours per day and are expected to arrange regular appointments (at least twice per term) to meet with the Overseas Student(s) within their care along with the Overseas Students Co-ordinator, Heads of Houses and Year Co-ordinators to ensure that any issues are addressed promptly.
- Strathcona has a full-time Psychologist and a qualified School Nurse located at the Senior Campus; these services are available and accessed by secondary students during the school day and all Overseas Students are introduced to these staff at Orientation. Year 9 Overseas Students have access to a senior first-aid qualified staff member and a Head of Campus for support services. The Psychologists visits the Campus on a regular basis and is available by appointment.
- Overseas Students are closely monitored in terms of attendance, academic performance and socialisation with others – if the student appears unsettled or it appears there is cause for concern, Pastoral Staff will, in the first instance, ask the Overseas Student Co-ordinator to make contact with the student and will also advise the Welfare Support and Supervision provider.
- Overseas Students are constantly monitored for wellbeing and pastoral care and can themselves report concerns to the following staff who are available to support them at all times - all issues are dealt with immediately:
  - The Overseas Student Co-ordinator is readily available and has regular meetings with students, individually and in groups.
  - Pastoral Mentor – can meet with students every morning and up to 3 times a week for extended sessions if required.
  - Year Level Co-ordinator - who has overall pastoral care for all students in their year level.
  - Head of School - has overall care of students in their section of the School: Junior School (Years Prep - 6); Senior School (Years 7 – 9 & 10 -12); Tay Creggan (Year 9).
- The School ensures that all charter buses and public transport buses that service the School are adequately manned; all drivers are required to have a current WWC and Police Checks.

### **Child Safe Training for Homestay Hosts**

- All Homestay hosts of Strathcona's Overseas Students are required to be interviewed and fully informed about responsibilities and assessed for suitability by Strathcona's Overseas Student Co-Ordinator.
- All adults living in the Homestay host residence must have a current WWC, an up-to-date Police Check and annual training in Child Safe Standards.
- Child Safe Code of Conduct to be provided annually by Strathcona.

### **Child safe Training for Welfare Support and Supervision providers**

- All nominated Welfare Support and Supervision providers of Strathcona's Overseas Students are required to be interviewed and fully informed about responsibilities and assessed for suitability by at least one of Strathcona's Homestay provider companies.
- Each Welfare Support and Supervision provider must hold a current WWCC, up-to-date Police Check and annual training in Child Safe Standards.

### **Expectations of Homestays Hosts**

- All Homestay Hosts of Strathcona's Overseas Students are required to provide the student with a bedroom that can be locked from inside and full bathroom facilities which can also be locked from the inside.
- It is expected that Homestay Hosts will ensure that the School is notified of any daily absence of an Overseas Student – in particular, as a safety measure to ensure that the School is aware that the student is legitimately absent.
- It is expected that Homestay Hosts will proactively assist their Overseas student to attend evening functions at the School or at offsite venues should such events arise; in particular, to ensure that the student is safe at all times.

### **Expectations of Welfare Support and Supervision providers**

- It is the responsibility of the Welfare Support and Supervision provider to ensure that safe transport and adequate supervision to and from the Airport is provided for the students' initial journey to Melbourne and/or subsequent journeys to and from their country of residence. Where this is not possible, the Overseas Student Co-Ordinator will oversight safe transport arrangements.

- It is also the responsibility of the Welfare Support and Supervision provider to arrange for safe transport to and from the School on a daily basis; the Welfare Support and Supervision provider is required to outline to the student what appropriate options exist - whether this be walking to and from the School, travelling by train or taking a charter bus or public transport bus. These options need to be discussed with the Enrolments staff, the Overseas Students' Co-Ordinator and with the Deputy Principal as the staff member with delegated responsibility for Overseas Students.
- It is expected that Welfare Support and Supervision providers, in partnership with Homestay Hosts, will ensure that the School is notified of any daily absence of an Overseas Student – in particular, as a safety measure to ensure that the School is aware that the student is legitimately absent.
- It is also expected that Welfare Support and Supervision providers, in partnership with Homestay Hosts, will proactively assist their Overseas student to attend evening functions at the School or at offsite venues should such events arise; in particular, to ensure that the student is safe at all times.
- Welfare Support and Supervision providers are expected to reinforce with the Overseas Student the School's requirement that medical appointments, when necessary, are made with registered medical practitioners – again, this is to ensure student safety at all times.
- Welfare Support and Supervision providers are expected to attend all Student-Teacher-Parent/Guardian interviews at the School with the Overseas Student which are held once per semester; and, to keep in contact with the student's family to ensure that any issues: whether social; academic; attendance; behavioural – are reported promptly to the student's parents.

### **Legislative framework.**

Strathcona has a full compliance program related to Overseas Students that is compliant with:

- The Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- The Education Services for Overseas Students (ESOS) Regulations 2001 (Cth)
- The National Code of Providers of Education and Training to Overseas Students 2018 (National Code)
- The Migration Act 1958 (Cth)

In Victoria, the Victorian Registration and Qualifications Authority (VRQA) are the Designated State Authority (DSA) with audit and compliance oversight to CRICOS registered schools.