

## Homestay Policy

### Policy Statement

Students may request Homestay accommodation during their studies at Insearch. Homestay offers students a unique opportunity to experience the Australian way of life and to practice and improve their English through day-to-day conversation with their Host family.

UTS may also request Insearch to accommodate some of its students under 18 years of age with Insearch approved Homestay Hosts.

Insearch aims to operate the Homestay service on a “cost recovery only” basis.

### SCOPE

This policy applies to all international students studying at Insearch, whether undertaking an ELT, Diploma or UTS Foundation Studies program or any combination of these who requests Homestay accommodation through Insearch; and to any staff member involved in the Homestay processes of administration, selection and allocation of homes to students.

The policy also applies to international students under 18 years of age studying at UTS.

### DEFINITIONS

CAAW	<p>Confirmation of Appropriate Accommodation and Welfare is the Department of Home Affairs pro-forma letter downloadable through PRISMS.</p> <p>Insearch may issue a CAAW when creating a CoE for a student under 18 years of age. Once the CAAW is created, Insearch has the option to change or advise the Department of Home Affairs if care arrangements are no longer provided.</p> <p>The CAAW can only be generated by Insearch for Insearch students (including UTS Foundation Studies students). Students enrolling directly in UTS courses requiring a CAAW will receive the CAAW from UTS upon Insearch’s confirmation of allocation to an approved Insearch homestay.</p>
Welfare	Ensuring an approved adult is responsible for the personal safety and social well-being of student/s under 18 years of age.
CoE	<p>Electronic Confirmation of Enrolment issued through the Australian Government’s Department of Education PRISMS system by authorised Insearch or UTS staff.</p> <p>The COE is required under Commonwealth Legislation for the purposes of applying for a Student Visa</p>
ELT	English Language Training
HOST	Insearch Approved Homestay Host / Special Arrangement Host

Insearch Approved Homestay Host

The approved person who provides support and general welfare arrangements for the homestay student in their home.

For students who are under 18 years of age, this person is recognised as ensuring appropriate arrangements are in place to protect the personal safety and social well-being of the student/s. This may be an Insearch Homestay Host or an external homestay provider approved by Insearch.

PRISMS

Provider Registration and International Students Management System

Special Arrangement Host

An Insearch Approved Host, using the Insearch Homestay policy and procedures (albeit only for a specific student Under 18 years of age), who is not a registered Insearch Homestay Host and is not a Department of Home Affairs approved relative.

**Note:** Special arrangements are not available to students under the age of 18 enrolling directly in UTS courses at time of application but may be considered after any initial placement with an Insearch approved homestay.

Prohibited person

A person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence or a Registrable person, other than where there is an order in force declaring that the *Commission for Children and Young People Act 1998* does not apply to the person in respect of the offence.

Registrable person

A person whom a court has at any time sentenced in respect of a registrable offence, and includes a corresponding registrable person.  
- Child Protection (Offenders Registration) Act 2000 - Sect 3a

Working With Children Check

A legislated requirement under the [Child Protection \(Working With Children\) Act 2012](#) and managed by the [NSW Office of the Children's Guardian](#).

## POLICY PRINCIPLES

Principles	Responsible
<b>Accommodation</b>	
1. Students are allocated to an Insearch approved Homestay Host for a minimum of 5 weeks.	Student Accommodation Coordinator
2. If wishing to leave a Homestay, the student must provide the current Homestay Host and Student Accommodation team with 2 weeks' notice before departing the homestay, after the first 3 weeks or at any other time after this initial period.	Student

Principles	Responsible
3. The number of students housed in a Homestay depends on the house conditions and the ability of the Host to comfortably accommodate students. Under normal conditions, no more than three students will be accommodated in the same homestay. Exceptions may be approved. Refer to ' <i>Allocating Students to Insearch Approved Homestay Procedure</i> '.	Student Accommodation Coordinator
4. The student will be provided with a clean and comfortable single or twin share room. Each student will be provided with a bed, wardrobe, chair, desk and a lamp for their studies. Clean linen will be provided.	Host
5. Students who repeatedly fail to comply with Homestay guidelines may be removed from the Homestay. Serious breaches may result in termination of enrolment at Insearch.	Student Accommodation Coordinator
6. From Monday to Friday breakfast (self-serve) and dinner will be provided to the student and on weekends, breakfast (self-serve), lunch and dinner will be provided. The food is to be well balanced and varied.	Insearch Homestay Host
<b>Students under 18 years of age</b>	
7. All students under 18 years of age in an Insearch approved Homestay must comply with this Policy, the Under 18 Policy and any other related rules or regulations. [Refer to <i>Under 18 Policy</i> for details.]	Students
8. Insearch Students under 18 years of age, articulating to UTS, will remain in Insearch approved Homestay until they turn 18 and will be covered by the Insearch CAAW.	Students
9. All students under 18 years of age in an Insearch approved Homestay will be contacted every six months to follow up on their wellbeing, feedback with relation to the Host and their general experience with homestay	Student Accommodation Coordinator
<b>UTS Foundation Studies Students under 18 years of age</b>	
10. Insearch will arrange accommodation for UTS Foundation Studies students under 18 years of age with Insearch approved Homestay.	Student Accommodation Coordinator Student Admissions
11. Insearch will generate the CAAW for UTS Foundation Studies students.	Student Accommodation Coordinator Student Admissions

<b>Other UTS Students under 18 years of age</b>	
<p>12. At the request of UTS, Insearch can arrange accommodation for UTS students under 18 years of age and will provide the student with the following documents to present to the Department of Home Affairs:</p> <ol style="list-style-type: none"> <li>Declaration of Accommodation and Welfare Arrangements for Students Under the Age of 18 form, or the UTS equivalent form, signed by the parent of the Under the Age of 18 student and the Insearch Student Accommodation Coordinator, indicating that Insearch approved Homestay has been arranged;</li> <li>A receipt showing the number of weeks of accommodation paid; and</li> <li>A letterhead communication from Insearch, confirming the placement of the student in an Insearch approved Homestay.</li> </ol> <p>13. Insearch is not responsible for generating the CAAW for “other UTS students”.</p>	<p>Student Accommodation Coordinator Student Admissions</p>
<b>The Homestay Host</b>	
<p>14. Insearch Hosts must complete online Insearch Homestay Host Application Form and accept the Insearch Homestay Code of Conduct and the Insearch Homestay Terms and Conditions.</p> <p>15. External Providers must comply with Homestay Code of Conduct, ‘Refer to Engagement and Management of External Homestay Host Provider Procedure’</p>	<p>Host Student Accommodation Coordinator</p>
<p>16. The Host and household members must comply with the Insearch Homestay Code of Conduct.</p>	<p>Host</p>
<p>17. The Host must hold and provide a current Working with Children Check clearance ID number required under the <a href="#">Child Protection (Working With Children) Act 2012</a>, and provide a current Volunteer Working With Children clearance ID number for each person aged 18 years or over residing in the home. [Refer to the <a href="#">NSW Office of the Children’s Guardian</a> for full details]</p> <p>18. Failure to provide all required clearance details will make a Host ineligible.</p>	<p>Student Accommodation Coordinator</p>
<p>19. The host and household members must respect the privacy of students and appreciate the cultural background and differences of students.</p>	<p>Host Student Accommodation Coordinator</p>
<p>20. Insearch may terminate the appointment of the Host with immediate effect if the Host or household members do not comply with the Insearch Homestay Code of Conduct or if directed by any government agency.</p>	<p>Student Accommodation Coordinator</p>

<p>21. The Host and household members must not:</p> <ol style="list-style-type: none"> <li>Abuse or offer drugs or alcohol to students;</li> <li>Engage in any act of violence towards students;</li> <li>Expose students to any inappropriate or indecent material or media; or</li> <li>Make improper physical advances towards students.</li> </ol>	<p>Host Student Accommodation Coordinator</p>
<p>22. The Host and household members must not be or become:</p> <ol style="list-style-type: none"> <li>A registrable person for the purposes of the Child Protection (Offenders Registration) Act 2000 (NSW)</li> <li>A prohibited person for the purposes of the Commission for Children and Young People Act 1998 (c33B), or</li> <li>The equivalent of the above under any legislation in any state or territory whether in or outside of Australia.</li> </ol>	<p>Host Student Accommodation Coordinator</p>
<p>23. The Host and household members must contact Insearch if they suspect or have reasons to believe that:</p> <ol style="list-style-type: none"> <li>Students are engaging in any illegal conduct;</li> <li>Students are being engaged in some form of illegal or inappropriate employment;</li> <li>Another person has moved in with the students; or</li> <li>The Host or any household members have breached any part of the Insearch Homestay Code of Conduct.</li> </ol>	<p>Host</p>
<p>24. The Host must provide suitable welfare arrangements for students under 18 years of age, including arrangements for accommodation, support and general welfare during their stay in Australia.</p>	<p>Host Student Accommodation Coordinator</p>
<p>25. The Host must notify Insearch of any household member who has turned 18 years of age and provide a Volunteer Working with Children clearance ID number for each person aged 18 years or over residing in the home.</p>	<p>Host</p>
<p><b>Insearch obligations</b></p>	
<p>26. Student Accommodation Team will send the Host, or external provider, 'Student Arrival Confirmation Letter' detailing information about the student who has been allocated to them (student name, age, nationality and how long they are booked into the homestay).</p>	<p>Student Accommodation Coordinator</p>
<p>27. Student Accommodation Team will send a confirmation e-mail to the student or the Channel Partner, informing them of the Homestay placement and will disclose all pertinent facts about the Host on the Placement Details document including members of the household, relationship to each other, age, occupation, interests, motivation for hosting, extra facilities in home, internet availability and charges; and any other fact about the home or household members that is likely to impact the student's stay in the homestay.</p>	<p>Student Accommodation Coordinator</p>

28. Student Accommodation Team will make every effort to match any reasonable request made by a student with available hosts. With information available about each student, homestay staff should try to place students that are likely to fit in to the selected homestay, given the host profile.	Student Accommodation Coordinator
29. Payments to Hosts are made through bank transfer every fortnight. External providers may have their own arrangements.  Note: Special Arrangement Hosts do not receive payment.	Student Accommodation Coordinator
30. Hosts will be visited yearly and Special Arrangements Hosts will be visited quarterly.	Student Accommodation Coordinator

## SUPPORTING DOCUMENTS

- Under 18 Policy
- Student Complaints and Appeals Policy
- [Child Protection \(Working With Children\) Act 2012](#)
- The National Code 2018
- Commission for Children and Young People Regulation 2009
- Commission for Children and Young People and Child Guardian Act 2000
- Child Protection (Offenders Registration) Act 2000 (NSW)
- Commission for Children and Young People Act 1998
- Higher Education Support Act 2003
- Allocating Students to Insearch approved Homestay Host Procedure
- New Families Applying to Accommodate Homestay Students Procedure
- Declaration of Accommodation and Welfare Arrangements for Students Under the Age of 18 form
- Engagement and Management of External Homestay Host Provider Procedure
- Insearch Homestay Code of Conduct

## ADMIN USE ONLY

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APPROVAL	
Signature:	
Name:	<b>Alex Murphy, Managing Director</b>
	Date:
Procedure Title	Homestay Policy
Procedure Owner	Chief Operating Officer (COO)
Procedure ID	PO/OPS/02/17
Effective Date	May 2017