

Enrolments Office

CRICOS Provider Code:01799C



Overseas Student Enrolment Pack

Homestay Selection Procedure

Policy No.	031
Effective Date	September 2015
Replaces	New

Policy

Northside Christian College ensures all students including under 18s personal safety and social wellbeing are protected by organising appropriate Homestay (and Private) accommodation. Homestay families are sourced and monitored with a checklist in place for suitability. All Homestay families must hold a current blue card with the Public Safety Business Agency (Queensland).

Procedure

- New Homestay family are sourced from within the college or a suitable local church.
- Homestay Co-ordinator determines if the residence is within a suitable distance from the college. The suitable distance to and from the college is no longer than 30 minutes by car and or no longer than 45 minutes on the college bus service.
- Homestay Co-ordinator asks if all adults residing in the home have a current blue card, if they do not then the application forms are provided to each adult for completion.
- Homestay Co-ordinator emails or hands family member the necessary paperwork for Homestay student/s. The forms for the BlueCard card are also distributed at this time.
- Once the Homestay Host Agreement is returned the Homestay Co-ordinator checks the information is completed correctly and then contacts the Homestay family to organise an inspection time suitable for both parties.
- At the Homestay inspection the Homestay Co-ordinator assesses the house by using the Homestay Site Visit Checklist to determine if the selection criteria have been met. At this point the Homestay Co-ordinator would check identification for all adults applying for a suitability card and take the application/s with them for submitting.
- Once the Homestay is approved to host students the Homestay Co-ordinator creates a new Homestay file.
- The Homestay family will be contacted once a suitable student is identified.
- Regular monitoring of Homestay families and follow up house inspections are done on a 6 monthly basis. The Homestay host will be contacted prior to this inspection taking place.

Note: If Northside Christian College holds the welfare for an under 18 student not residing in a Homestay and residing with a family friend or relative, the Homestay Co-ordinator will inspect the house with the Homestay Selection Criteria Checklist and do follow up visits for enrolments longer than 6 months.