



## Homestay Parent Undertaking – International Student Programs

I/We, \_\_\_\_\_ and \_\_\_\_\_

Of (address)

\_\_\_\_\_

Agree to the following conditions as a member of the West Moreton Anglican College Homestay Program:

A. We as a family have received, read and understood the following documents:

- West Moreton Anglican College Homestay Handbook
- Volunteer Code of Conduct
- Volunteer Policy and Procedure
- Homestay Parent Undertaking and Code of Ethics
- Student Protection Policies and Procedures Guide
- Site Induction

We agree to abide by the policies and procedures in relation to Homestay and student protection and understand the Student Protection Induction Training and Questionnaire must be completed annually. I confirm I/we understand and agree to comply with the requirements and responsibilities as outlined in the documents above.

B. We understand each person in the household over 18 must hold a current Blue Card or Exemption. It is the responsibility of each individual to ensure their Blue Card remains current. Renewal of a Blue Card must occur 40 days before the expiry date. Failure to renew within the specified timeframe will result in students under 18 being removed from the home if the Blue Card expires.

C. I will notify the Homestay Officer at West Moreton Anglican College of any concerns over the welfare, health or study habits of my student, and in the case of any of the following:

- Use of non-prescription drugs or alcohol
- Unlawful action
- Medical problem or illness
- Failure to follow College rules
- Non-attendance

D. I agree I will notify West Moreton Anglican College before accepting students from other institutions while I have an international student from West Moreton Anglican College living in my home. I also agree to notify the College if there are any changes to the residents of my home or visitors that stay over on a regular basis.

E. Parents of WestMAC students are advised that any outstanding school fees will be deducted from homestay payments in the first instance. Residual homestay payments will be made directly to parents once any outstanding fee accounts have been cleared.

F. In the event of a student's enrolment being cancelled by the provider. *All privileges are suspended at school and socially.*



- G. I accept that any wilful or deliberate damage to my property or household contents must be reported within 24 hours. I understand I must supply photos and three quotes for repairs or replacement and notify the International Office. I understand that accidental damage is not covered and I will need to claim through my home and contents insurance or Homestay insurance. I confirm I have adequate insurance including public liability.
- H. Host Families are not to enter into any financial arrangements with students, including charges for internet use. If the family data package is not sufficient to meet the needs of a student it is the student's responsibility to obtain a data plan, in their own name and at their own expense. There are many providers with portable devices suitable for this purpose, both post-paid and pre-paid. In the event that I choose to allow a student to access my internet data, I do so at my own risk.
- I. There should be no direct financial transactions between host families and students. All transactions should be officially recorded through the College payment system. I agree not to accept money from my student.
- J. I understand International students are not permitted to be left alone with younger children. If an International student is over 15 years of age they may stay at home on their own in my absence for short periods of time. Under no circumstances is an International student permitted to remain unsupervised overnight regardless of age.
- K. I acknowledge I have completed the "Acknowledgement of Understanding" contained in the Student Protection Policy and Procedures Guide.
- L. I understand it is the responsibility of a host family to know the whereabouts of our student at all times. Appropriate measures must be in place to minimise risk when they are not in my care. These include, but are not limited to:
- Ensuring my student has my contact details and address
  - Knowing my student's mobile phone number and ensuring their phone battery is charged before they go out
  - Ask for the name of friends they will be going out with and at least one other mobile phone number
  - Have clear information about where they will be and at what time
  - Have clear arrangements in place regarding transport to and from homestay

I also understand if my student breaches these arrangements I am to notify the international office in writing within 24 hours.

### **Code of Ethics**

All stakeholders have, in some way, power and influence in the homestay process and therefore each stakeholder has a responsibility to be aware and to meet some standard of ethical conduct.

This document on the "*Code of Ethics for International Students in Homestay Program*" is used as a guideline to meet standard requirements for providing pastoral care to international students studying at West Moreton Anglican College. It promotes and enhances the conduct of College staff and Homestay Volunteers in discharging their obligations towards International Students.

Acknowledgement is given to The New Zealand Department of Education, Griffith University and Queensland University of Technology from where information and procedures were compiled to produce this Code.



It contains a checklist for each key stakeholder to follow and to ensure that they comply within the Homestay Program Guidelines. Because of the diversity of stakeholders involved in homestay study programs at West Moreton Anglican College the code is presented across general stakeholder areas:

1. Homestay Coordinator/ Professionals
2. Homestay students
3. Homestay providers

This document addresses the responsibilities of Homestay Providers.

### **Homestay providers**

Homestay providers are expected to:

- Develop positive relationships with students which are based on mutual trust and communication
- Be aware of Student Protection requirements and annual updates
- Hold a valid Blue Card linked to the College
- Notify the College 3 months prior to any family member turning 18, so appropriate Student Protection Induction and Blue Card Applications can occur.
- It is the responsibility of the host family to know the whereabouts of a student at all times. This is a duty of care obligation associated with the “Confirmation of Appropriate Accommodation/Welfare Arrangements” document issued by the College.
- Acknowledge the uniqueness of each student and the levels of each students’ strength and weakness
- Support and assist students to live comfortably within a foreign environment
- Respect the students’ right to privacy while realising privacy does not equate to isolation
- Acknowledge the significance of culture, customs, language and beliefs in the life of their student and accommodate appropriately for these within the family’s life
- Assist, support and nurture where needed or requested, but keeping in mind that a desire to please may be interpreted as interfering by the student.

### ***Good Conduct Guidelines***

The homestay provider will be expected to:

- Provide a safe environment which will offer the student a total experience of living as a member of an Australian family and encourages positive study habits
- Provide the student with a private, clean and warm bedroom, good healthy food, laundry facilities and a supportive environment
- Offer help, guidance, support and encouragement with language practice, studies, planning leisure activities and adapting to living in Australia (this may require patience and empathy and a willingness to show the student more than once)
- Acknowledge important events in your student’s life.
- Provide an orientation within the family home e.g. use of pool area, house facilities and security. Applicable house rules should be explained i.e. dinner time, telephone protocols, rules regarding smoking, alcohol, guests visiting, curfews, household tasks and bathroom conduct.
- Offer sincere interest in the cultural background of the student
- Respect the student’s need for privacy and allow them space to be alone
- Have a duty of care towards their homestay student
- Provide breakfast, lunch dinner and snacks each day
- Provide single room accommodation. A long term student is not to share a room with another person.
- Liaise with the Homestay Officer regarding any concerns or difficulties



- Notify the Homestay Officer of any change of circumstances in the household
- Be responsive to the cultural differences and beliefs of the homestay student by allowing the student to continue familiar cultural practices without criticism
- Facilitate participation in extra-curricular activities by meeting reasonable College expectations with respect to transport
- Adhere to Homestay Policies and Guidelines
- Attend compulsory homestay providers' information sessions annually.

Homestay Family's Signatures:

(Mother) \_\_\_\_\_

Date:

(Father) \_\_\_\_\_

Date:

On behalf of West Moreton Anglican College:

\_\_\_\_\_

Date: