



# CLAYFIELD COLLEGE CLAYFIELD INTERNATIONAL

CRICOS Provider Code: 00493G



## Homestay Procedures

### Homestay Families

Homestay families are sourced through:

- Clayfield College parents and staff members
- Recommendations by current homestay families and
- Phone calls to request information about our homestay program

*Homestay Family Information Forms* are sent to the new family and when returned, the Homestay Officer visits the family.

A *Blue Card* for every person 18 years or over is cited by the Homestay Officer. If a member of the homestay family who is 18 year or over does not have a Blue Card, the Homestay Officer makes an application to the Commission for Children and Young People and Child Guardian. The Homestay Officer then receives a notice of acceptance of a positive Blue Card from the Commission. When the expiration date of the Blue Card is pending, the Homestay Officer sends a reminder to the homestay family three (3) months in advance indicating the requirement to maintain/reapply/update Blue Card currency.

*The Homestay Family Booklet* is given to the Homestay family with any other forms required. The Homestay Officer initiates an orientation process with the family by going through the booklet, explaining the information and highlighting policies/risk management etc in the booklet. Homestay families must agree to read the booklet and sign a form to say that they agree with the policies and conditions outlined in the booklet.

### Homestay Inspection:

The homestay is inspected to ensure the student will have a comfortable, clean and tidy room with access to a expected facilities.

### Requirements for student accommodation include:

- a safe and secure environment
- student to have own room
- accommodation to be clean and comfortable
- adequate heating and cooling

*A School of the Presbyterian and Methodist Schools Association*

CRICOS Provider No: 00493G

- access to kitchen and laundry facilities
- adequate bathroom facilities
- adequate living areas
- provision of meals
- access to public transport
- awareness of cultural differences.

**Current homestay families:**

- are visited once a year to update, inspect home and advise of any policy changes.
- are invited to a meeting held at Clayfield College, once a term for families to network together and gather information and speak about any queries they may have.
- receive a Homestay Newsletter once a term.
- are able to call on the Homestay Coordinator who is on-call 24 hours a day for any urgent support needed, e.g. a student may be ill and need a doctor or a student may not arrive home at the agreed time.
- have a file which is updated with any change in information. Any student issues are kept on the homestay file.

**Students:**

- will complete a *Student Profile Form* before they arrive at Clayfield College advising the Homestay Officer of any special requirements they may have. This information is used to carefully select a suitable homestay family for the student.
- meet with the Homestay Officer individually after their arrival and after they have settled into their homestay to make sure that everything is comfortable for them.
- are given a *Student Homestay Information Booklet* and the Homestay Officer spends time explaining this to them.
- are given the Homestay Officer's business card and are advised that she is available to speak with them at all times if they have any queries.
- meet regularly with the Homestay Officer as a group to support any problems that they may have in their homestay.

The Homestay Officer meets with the Assistant Head of Clayfield International on a weekly basis to discuss any issues with students or families.



# CLAYFIELD COLLEGE CLAYFIELD INTERNATIONAL

CRICOS Provider Code: 00493G

## Homestay Program Checklist

Name of Prospective Homestay Family: \_\_\_\_\_

- ☐ *Homestay Family Information Form* has been sent to prospective Homestay family
- ☐ Homestay Officer has visited Homestay Family. Date of visit \_\_\_\_\_.
- ☐ Suitability of accommodation, support and general welfare arrangements have been met according to the *Homestay Family Code of Conduct* (Homestay Family Booklet)
- ☐ Homestay accommodation and facilities have been inspected and are deemed suitable according to Clayfield College Homestay Procedures.
- ☐ Homestay Family has read and understands the *Homestay Family Booklet*, including *Homestay Risk Management Policy* and has signed the *Acceptance of Homestay Terms and Conditions*
- ☐ Bluecards for household residents 18 years and over have been cited
- ☐ Application to the Commission for Children and Young People and Child Guardian for additional Bluecards, where necessary, has been made.

Date of application \_\_\_\_\_

- ☐ *Homestay Agreement* has been signed.

Homestay Officer: \_\_\_\_\_ Date: \_\_\_\_\_

*A School of the Presbyterian and Methodist Schools Association*

CRICOS Provider No: 00493G