

YOUNGER OVERSEAS STUDENTS

The Australian Performing Arts Grammar School meets legislative and other regulatory requirements relating to child welfare and protection in relation to overseas students aged under 18. APGS provides students with emergency contact information and information about how to report actual or alleged abuse. APGS only accepts enrolments from overseas students living with a parent or relative approved by the Australian Government Department of Home Affairs.

Evidence of Compliance A

Enrolling students who are under 18 years of age

1. The Admissions Officer will ensure overseas students under 18 years of age are given age-and-culturally-appropriate information during the orientation including:
 - who to contact in emergency situations, including contact numbers of a nominated staff member and/or other service providers
 - how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.
2. The Admissions Officer provides in the Overseas Student Handbook and Enrolment Agreement:
 - the policy and process for approving the accommodation, support and general welfare arrangements for younger overseas students to prospective overseas students
 - accommodation options available.

Contact details of overseas student and parent/legal guardian

1. Every 6 months during an overseas student's enrolment, the Admissions Officer will contact the parent/legal guardian for up-to-date contact details, including:
 - the overseas student's current residential address, mobile number (if any) and email address (if any)
 - contact details of the overseas student's parent/legal guardian or any adult responsible for overseas student's welfare
 - who to contact in emergency situations.
2. The PEO will enter updated details into the Student Management System (Sentral) and PRISMS.
3. The Admissions Officer will maintain a record of all correspondence in each overseas student's file.

Accommodation options for overseas students under 18 years of age

APGS only accepts overseas students:

- who live with a DHA approved parent or relative

Concerns about or disruption to accommodation and/or welfare for overseas students

1. If APGS enrolls an overseas student under 18 years of age who has welfare arrangements approved by another CRICOS school provider, as the receiving provider the Admissions Officer will implement the Overseas Student Transfer Policy and Procedures.
2. The School's Critical Incident Policy and Procedures include the processes for managing emergency situations for overseas students and/or when welfare arrangements are disrupted for overseas students under 18 years of age.
3. If a concern arises about the accommodation or welfare of an overseas student under 18 years of age, other policies and procedures will apply such as:
 - Child Protection Policy and Procedures and/or
 - Critical Incident Policy and Procedures and/or
 - other relevant policies and procedures.
4. If staff are unable to contact a student and have concerns for the student's welfare, the Admissions Officer will make all reasonable efforts to locate the overseas student, including by phone and email. The PEO will notify the police and any other relevant government agencies as soon as practicable. All other relevant policies including Critical Incident Policy and Procedures and Child Protection Policy and Procedures will be implemented.
5. The Admissions Officer will maintain all records related to the incident in the student's file.

Evidence of Compliance C

Monitoring the living arrangements of overseas students living with a parent or DHA approved relative

1. The Admissions Officer monitors the living arrangements of overseas students living with a parent or DHA approved relative.
2. Monitoring will take place at regular 6 month intervals and in the form of:
 - a meeting at the school or at parent teacher evenings
 - phone call
 - email
 - meeting with the overseas student
 - other methods determined by the school provider
3. The Admissions Officer maintains records of monitoring accommodation and welfare in each overseas student's file.
4. If a concern arises other policies such as the Child Protection /Critical Incident will be implemented as relevant to the concern.