

INTERNATIONAL STUDENT THIRD PARTY PROVIDERS

Purpose

Firbank is responsible for the accommodation, support and general welfare for international students who have been issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.

Firbank does not delegate responsibility for the approval of homestay accommodation or support and welfare for international CAAW students.

Firbank uses the following third-party providers to:

- assist with sourcing homestay accommodation
- provide additional support, such as Local Support Persons

Students may use the following third-party providers:

- external tutors
- education providers (such as VSL)

Selecting a provider to assist with homestay and additional support.

Although Firbank, where possible, will accommodate students in the school Boarding House there may be occasion when homestay accommodation is required.

When selecting third parties to source homestay accommodation or provide welfare support the School will do the following:

- Research the background of the provider to ensure that a provider possesses the commitment, motivation and capability to extend the support that will ensure an overseas student's successful integration into the Australia education system and the School
- Conduct meetings with each provider to discuss Firbank's requirements in relation to its students
- Provide information to the providers and require them to ask their employees to do the following:
 - Read and comply with Firbank's Child Safety and Wellbeing Policy



- Read and comply with Firbank's Child Safety and Wellbeing Code of Conduct
- Complete Child Safety Training and provide evidence of its completion to Firbank.
- Understand the legal obligations with respect to reporting child abuse.
- Direct any child safety concerns to Firbank's International Student Co-ordinator.
- Collect from the provider the following information about its employees:
 - Working with Children Checks
 - proof of personal identity
 - the employee's history of work involving children.
 - references that address the employee's suitability for the job and working with children
- If the provider is deemed suitable then they will be asked to sign an agreement (Homestay Provider Agreement & Welfare Support Service Agreement) and abide by its conditions.

Screening

For all third-party providers, including homestay hosts, Local Support Persons, external tutors and education providers, the School gathers, verifies and records:

- Working with Children Checks for all persons over the age of 18 years
- proof of personal identity
- the providers history of work involving children
- references that address the employee's suitability for the job and working with children

The School requires that all parties:

- Read, understand and comply with Firbank's
 - Child Safety and Wellbeing Policy
 - Child Safety and Wellbeing Code of Conduct
 - Child Safety and Wellbeing Complaints and Concerns Procedures
 - Child Safety and Wellbeing Reporting Obligations Policy
- Complete the [Protecting Children – Mandatory Reporting training via the Information Sharing and MARAM online learning system](#).
- Provide evidence of completion needs to Firbank.



The School also carefully matches the student to a compatible homestay family and local support person to ensure that cultural and religious backgrounds are appropriate and sufficiently compatible.

Once all the above requirements are met and the third party (homestay host or Local Support Person) is deemed to be suitable then an agreement with the School will be signed.

Monitoring and Training

When selecting third parties to assist with the organisation and assessment of welfare and accommodation arrangements, the School:

- conducts regular site inspections of the accommodation during the overseas student’s stay
- monitors the overall wellbeing and welfare of the overseas student
- monitors the family offering welfare and accommodation
- surveys the students
- visits external education providers and tutors
- provides ongoing training in Child Safety and Mandatory reporting

Related Policies and Documents

- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Code of Conduct
- Child Safety and Wellbeing Complaints and Concerns Procedures
- Child Safety and Wellbeing Reporting Obligations Policy
- International Student - Accommodation Policy
- International Student – Accommodation Procedure
- International Student - Third Party Provider Procedures
- International Student - Younger Overseas student Policy
- International Student – Student Support Policy
- International Student – Transfers Policy
- International Student – Complaints and Appeals Policy
- International Student – Visa Requirements Policy

Approval

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