# ISP Homestay Assessment and Site Visit Checklist

## Instructions

As per the ISP Homestay Procedure schools must use this checklist to fulfil requirements under the Education Services for Overseas Students (ESOS) Act 2000 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 5.

This checklist must be used by schools to:

* screen international student parent-nominated homestay providers, also known as Option 3 homestay arrangements
* screen school-arranged homestay providers, also known as Option 4 homestay arrangements
* screen emergency homestay providers
* monitor homestay providers and emergency homestay providers by conducting six-monthly appraisals of homestay families, post the initial screening process; and
* undertake additional site visits, for example, following a critical incident, concern, complaint or change in residents (in addition to the minimum six-monthly site visits).

Schools may add additional requirements to this template but **may not remove any requirements or content**.

Schools must collect information about the current status, monitoring, appraisal and site visits of homestay arrangements, and update this information into the Homestay Provider and Emergency Accommodation Register.

The ISP School Toolkit outlines the requirements for homestay visits, including who is appropriately skilled to conduct on-site visits and the key areas of risk to consider when undertaking a visit. On-site visits should be conducted in accordance with the school’s occupational health and safety policies.

This form is intended to be used for the initial on-site visit, and for regular visits (minimum of six-monthly) throughout the duration of the homestay arrangement.

When conducting six-monthly site visits this form should capture changes to information only for questions including a ‘Changed? Y/N’ field. All other fields are mandatory and must be completed.

## Section A: Student Details

|  |  |
| --- | --- |
| Name: |  |
| Student ID number: |  |
| Date of birth (DOB) | *(NB: minimum age is 13 years)* |

## Section B: Homestay Provider Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Address: |  | | | | |
| Contact details: Home: |  | | | | |
| Work |  | | | | |
| Mobile |  | | | | |
| Email: |  | | | | |
| Date of birth |  | | *(Homestay providers (including all parent-nominated arrangements) must be at least 21 years old.)* | | |
| Relationship to international student |  | | | *(To be provided for parent-nominated (Option 3) homestay arrangements only)* |
| Resident  status and  visa duration: |  | *(If not an Australian permanent resident or citizen visa must be longer than the duration of the student’s enrolment)* | | |

## Section C: Fee information

| Commencement date: |  | |
| --- | --- | --- |
| End date: |  | |
| Bond amount (in AUD $): (Held by school if specified in school homestay policy (2 weeks payment in advance) | |  | |
| Homestay fee per week (in AUD $): | |  | |
| Internet fee per week (in AUD $): | |  | |

## Section D: Homestay family

|  |
| --- |
| If Option 3 parent-nominated homestay providers:  Provide a description of the homestay family (3–4 sentences), including nature of relationship with international student’s family (e.g. ‘‘mother’s brother’’, ‘‘family friends”). |
|  |
| If Option 4 school-arranged homestay providers:  Provide a description of the homestay family (3–4 sentences), including how they were sourced by the school. |
|  |

## Section E: Additional requirements for new homestays

#### Referee Check (for new homestay providers) for suitability for child-connected work

|  |  |  |
| --- | --- | --- |
| Date | Referee name and contact details | Comment |
|  |  |  |
|  |  |  |

## Section F: People residing in the home

Please list below residents of the homestay. This includes all people living or frequently residing in the homestay, that is people who live in the homestay permanently or on a long term basis of 30 days or more. This includes people who frequently reside in the homestay for short durations over a long term, for example weekly overnight stays in the homestay for the duration of a year.

All persons over 18 years of age living or frequently residing in the homestay require Working with Children Checks (WWCC) as well as verification of identification to ensure that the WWCC details and name/address correspond (photo ID and proof of address).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | DOB | Gender | Relationship to homestay provider | Occupation | ID checked Y/N and type | WWCC number (if over 18 years of age) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please add more rows as required.

## Section G: Other international students currently residing in the home

Schools must ensure that no more than three international students (including those from other schools and tertiary institutions) are residing in the homestay household.

All persons over 18 years of age living or regularly visiting require Working with Children Checks (WWCC) as well as verification of identification to ensure that the WWCC details and name/address correspond (photo ID and proof of address).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | DOB | Gender | School (currently studying at) | Nationality | Length of stay | ID checked Y/N and type | WWCC number (if over 18 years of age) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Section H: Homestay provider requirements

The following minimum requirements will be explained to the homestay provider on orientation/arrival of the international students, and reinforced during six monthly site visits.

|  |  |  |
| --- | --- | --- |
| Confirm: | Y/N Initial site-assessment | Y/N Follow-up site visit and date |
| The homestay provider will/does provide a safe and welcoming homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in suitable family activities (i.e. family dinners, Christmas, New Years, birthdays, Easter, etc.)? |  |  |
| The homestay provider will/did provide an orientation within the family home, the use of facilities and security? This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends. |  |  |
| The homestay provider will participate in regular training on the school’s Child Safe Policy and Child Safe Code of Conduct. |  |  |
| The homestay provider will/did provide the student of homestay related emergency numbers and the location of police stations. |  |  |
| The homestay provider will/does ensure the student is appropriately supervised at all times throughout the duration of residing in the homestay, including:   * Maintaining suitable supervision of students outside of school hours * Monitoring the student’s general welfare including the student’s social activities |  |  |
| The homestay provider will/does attend interviews with school staff at enrolment, parent meetings and as required by the school. |  |  |
| The homestay provider will/does contact the school regarding any student welfare, academic progress and attendance issues. |  |  |
| The homestay provider is aware of/updated on critical incident requirements and has current contact details for the ISC.  In the event of an emergency or critical incident the homestay provider will:   * ensure that the ISC is notified immediately if a critical incident occurs * provide any necessary support with medical assistance * allow the homestay premises to be inspected immediately in the event of a critical incident or emergency. |  |  |
| The homestay provider will/does assist and support the student’s attendance at the school and support the completion of homework assignments where required. |  |  |
| The homestay provider will/does assist the student to access any necessary medical, dental, hospital or other health related services, including making appointments and, as necessary, accompany the student to those appointments and if required advise the school of any medical issues (noting that this is a shared responsibility with the school and homestay provider). |  |  |
| The homestay provider will allow the school access to their home to undertake regular inspections. |  |  |

## Section I: Homestay residence overview

#### Type of residence

Insert an X in the appropriate cell within the table below. If other, please specify.

|  |  |  |  |
| --- | --- | --- | --- |
| House | Flat | Unit | Other |
|  |  |  | Please advise |

Enter your comments in the space provided for the following observations.

|  |  |
| --- | --- |
| Description of the home (2–3 sentences): | Changed? Y/N and date |
|  |  |

|  |  |
| --- | --- |
| Description of international student’s bedroom/s (for the student’s sole use): | Changed? Y/N and date |
|  |  |
| Furniture available in international student’s room/s (i.e. bed, wardrobe, desk, bookcase, study lamp, with appropriate lighting, for the sole use of the student): | Changed? Y/N and date |
|  |  |
| Languages spoken in the home: | Changed? Y/N and date |
|  |  |

|  |  |
| --- | --- |
| Number of vacant rooms in home: | Changed? Y/N and date |
|  |  |
| Observations of living space (i.e. is it adequate?): | Changed? Y/N and date |
|  |  |
| Heating and cooling in home/bedrooms: | Changed? Y/N and date |
|  |  |
| Type of pets (if any): | Changed? Y/N and date |
|  |  |
| Cleanliness of kitchen, bathroom, bedrooms and general living area (please specify): | Changed? Y/N and date |
|  |  |
| Will the international student have access to a shared or private bathroom, kitchen, living areas, laundry facilities and shared areas of the home? | Changed? Y/N and date |
|  |  |
| Computer/internet access (Y/N) and internet connection type (i.e. broadband/wireless/dialup) (i.e. broadband/dialup/wireless): | Changed? Y/N and date |
|  |  |
| **How long is provider planning to live at current address? If the home is leased/rented how long does the lease go for?**  **The residence does not provide any short-stay accommodation (for example, through Airbnb or other short-stay accommodation providers).** | Changed? Y/N and date |
|  |  |
| Experience in providing homestay (Y/N): | Changed? Y/N and date |
|  |  |

|  |  |
| --- | --- |
| Can the homestay provider accommodate students that have any special needs and how would they support special needs? | Changed? Y/N and date |
|  |  |

|  |
| --- |
| Student included in suitable family activities (i.e. Christmas, New Year, birthdays, Easter etc.)? |
|  |

|  |  |
| --- | --- |
| Smoke detectors appropriately installed and in working condition? The homestay residence is a smoke free home, with no smoking inside the house? (Mandatory*)**(see the* [*MFB website*](http://mfb.vic.gov.au/Community/Home-Safety/SmokeAlarms.html) *for more information)* | Changed? Y/N and date |
|  |  |

|  |  |
| --- | --- |
| What are some of the typical meals students will have at the homestay? | Changed? Y/N and date |
|  |  |
| Can the homestay accommodate special dietary requirements? (Y/N) | Changed? Y/N and date |
|  |  |

## Section K: Homestay Location and Transport

Indicate which modes of transport are accessible from the homestay and the distance to the transport and travel time to arrive at mode of transport.

|  |  |  |
| --- | --- | --- |
| Mode of public transport | Distance (kilometres) | Travel time (minutes) |
| Bus |  |  |
| Train |  |  |
| Tram |  |  |

|  |
| --- |
| Distance between home and school/English Language Centre (ELC) (kilometres/travel time) and mode of transport when travelling to and from school/ELC: |
|  |
| Distance of home from local amenities (kilometres and minutes) (i.e. shops, banks etc): |
|  |

## Section L: Mandatory requirements

|  |  |  |
| --- | --- | --- |
| Confirm: | Y/N | Changed? Y/N and date |
| WWCC is current and valid (separate) for all adults over 18 years of age, including any international students, who reside or frequently reside at the homestay premises (Child Safe requirement)  Note: if any adults who frequently reside at the premises do not have a current WWCC, DET’s International Education Division must be notified immediately. |  |  |
| Identity verified for all adults over 18 years of age, including any international students, who reside or frequently reside at the homestay premises, using photographic evidence e.g. driver’s license or passport. |  |  |
| Homestay provider/s is/are over 21 years of age. |  |  |
| The homestay provider is an Australian citizen or permanent resident.  If not, homestay provider’s visa is valid for the period of the student’s anticipated stay (student’s visa end date). |  |  |
| The international student is over the age of 13. |  |  |
| The international student’s room is solely for the use of the student. |  |  |
| The homestay provider has completed and signed the Homestay Responsibility Agreement with the school. |  |  |
| The homestay provider has been provided with the Homestay Terms and Conditions. |  |  |
| The homestay provider has been provided with information regarding their responsibilities and relevant policies and procedures in relation to:   * + critical incidents and   + child safety, including identifying and reporting actual or suspected abuse |  |  |
| The homestay provider has been given emergency contact details for the school and the parents of the student. |  |  |
| The international student has been provided with any keys, alarms or passwords required to have free access to the homestay residence. |  |  |

## Section M: Assessment Outcome

Please provide the following information in relation to the initial site visit and assessment.

|  |  |
| --- | --- |
| Date of initial site visit/assessment: |  |
| Name of school representative: |  |
| Signature: |  |
| Homestay provider approved? (Y/N) |  |
| Additional comments: |  |
|  | |

## Section N: Six-monthly site visits

Please provide the following information in relation to the current/most recent site visit and assessment. Please copy and paste the section below for each subsequent visit to maintain a record of all visits.

|  |  |
| --- | --- |
| Date of site visit: |  |
| Date of next site visit: |  |
| Name of school representative: |  |
| Signature: |  |
| Additional comments: |  |
|  | |