



Trinity College Pathways School Younger Students Policy

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| PolicyType | Divisional Policy |
| Policy Number: | TCDP0 |
| Date Approved: | 13 March 2024 |
| Previous Policy: | Trinity College Pathway School Younger Students Policy |
| Review Date: | July 2027 |

1 OBJECTIVES

- 1.1 The purpose of this policy is to ensure that appropriate accommodation and welfare arrangements are in place for students who are under 18 years of age (younger students) during their enrolment at Trinity College.
- 1.2 Trinity College is committed to providing a safe study environment and a positive student experience for younger students as per the ESOS Act 2000, Migration Act 1958, The National Code 2018 and the Victorian Child Safe Standards.

2 SCOPE

- 2.1 This policy relates to the care and accommodation arrangements of all Trinity College Pathways Students, on a student visa, who are under 18 years of age (younger students).
 - b) Monitoring of accommodation and welfare arrangements of enrolled students for whom Trinity College has issued a CAAW (Confirmation of Accommodation and Welfare) CAAW.
 - c) Changes to (or termination of) accommodation and welfare arrangements after a CAAW has been issued.
 - d) Provision of age- and culturally appropriate information regarding emergency contacts and who to contact in the event of sexual, physical or other abuse.

3 POLICY

Assessment of Accommodation and Welfare Arrangements of prospective students

- 3.1 Trinity College acknowledges that commencing international students who are under 18 years of age (younger students) are required, by the Australian government, to have approved welfare and accommodation arrangements in place prior to being issued with a student visa.
- 3.2 The student's parents or legal guardian are responsible for applying for the Accommodation and Welfare arrangements.
- 3.3 Applications and offer acceptances for younger students to study at Trinity College must include a signed declaration by the parent or legal guardian and they must nominate the accommodation and welfare arrangements for the student.
- 3.4 There are two welfare and accommodation options available to younger students enrolled at Trinity College:
 - a) Parents/legal guardians apply directly to Department of Home Affairs for a nominated eligible relative to act as student guardian, or
 - b) Parents/legal guardians request that Trinity College assumes responsibility, under the migration regulations for approving the accommodation, support and welfare for the student until the student turns 18 or the period nominated in the welfare agreement ends.
- 3.5 In the case of 3.4b, Trinity College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) for the period of time nominated in the agreement. The welfare start and end dates will be specified in the CAAW.
- 3.6 Trinity College will only assume the responsibilities outlined in option 3.4 b) where the student agrees to reside in Trinity College pre-approved accommodation and engages the services of the Trinity approved student advocate- ISA Student Advocates.
- 3.7 If younger students wish to enter into shared accommodation arrangements at a pre-approved accommodation provider, the arrangements must comply with the Under 18 Shared Accommodation Policy.
- 3.8 Where a younger student transfers to Trinity College from another education provider, Trinity College will liaise with the provider to agree on the dates for the new CAAW to ensure continuity of arrangements for the student.
- 3.9 Where the younger student is continuing study with another provider, Trinity will negotiate with the other provider to ensure that there is no gap in the accommodation and welfare arrangements.
- 3.10 Where there is a gap in the arrangements between providers the student is expected to return home during this time.

Monitoring of arrangements where Trinity College has issued a CAAW

- 3.11 Pre-approved Accommodation providers are required to engage in a Preferred Accommodation Services Agreement (the Agreement) which outlines standards of accommodation and services expected.
- 3.12 The Agreement provides for the certain requirements pertaining to monitoring the CAAW arrangements including:
 - a) monitoring student attendance at the accommodation (via the Curfew register),
 - b) adhering to processes regarding communicating with ISA Student Advocates and Trinity College regarding curfew and accommodation bookings
 - c) providing an age appropriate orientation to students including an explanation of the TCPS U18 Curfew Safety Policy and Procedure as well as
 - d) allowing regular inspections of the accommodation by Trinity College (at least every six months).
- 3.13 Younger students' welfare arrangements are monitored via communications with, ISA Student Advocates, accommodation providers, the students and parents.
- 3.14 Trinity College maintains a register of complaints regarding accommodation providers and student advocates.

Changes or termination of provider approved accommodation and welfare arrangements

- 3.15 Trinity College reserves the right to withdraw approval of the accommodation and welfare arrangements where it becomes apparent that the welfare and accommodation agreement has been breached.
- 3.16 Any changes to the CAAW arrangements will be communicated to the parents or legal guardians immediately.
- 3.17 Breaches of the accommodation and welfare agreement may include, but are not limited to the following:
 - a) Student refusal to stay in the approved accommodation.
 - b) Repeated breaches of the under 18 student curfew procedure.
 - c) Circumstances causing serious concerns for the student's health and wellbeing.
- 3.18 Where the approval of care arrangements are withdrawn the following actions will be undertaken:

- 3.24 Trinity College Learning Management System (LMS) has student information including contact details for the onsite nurses, counsellors and the student wellbeing team.
- 3.25 Students who have been involved in, or witnessed, an incident involving a younger student are able to report the incident using the U18 Child Safe Incident – Student report available on the LMS or by notifying the Child Safe Champion - The Dean (Pathways School).

4 PROCEDURAL NOTES

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Related Trinity College Pathways School Documents

- TCPS Complaints and Appeals Policy
- TCPS Complaints and Appeals Procedure
- TCPS Student Code of Conduct
- TCPS Attendance Policy
- Trinity College Child Safe Policy
- TCPS Student Curfew Safety Policy
- TCPS Under 18 Shared Accommodation Policy

8 POLICY OWNER

The Dean - Pathways School is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

9 REVIEW

This Policy is to be reviewed by 28 February 2027

10 VERSION HISTORY

| Version | Approved By | Approval Date | Effective Date | Sections Modified |
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| | Pathways School Executive | 13/03/2020 | 13/03/2020 | Remov.08y0.08 210.24 312.96 Tr |