



NOMINATED CARER HOMESTAY PROFILE

Student Name: _____ Gender: Male/Female School : _____

Nominated Carer (the Host):

Mr / Mrs / Miss / Ms/ Dr First name: Family name:

Address: Suburb.....Postcode.....

Telephone:..... Mobile:.....

Email:..... DOB:.....

Total number of people living in the home: Please list them all below:

First Name	Family Name	Gender	Date of Birth (dd / mm / yy)	Relationship to the <u>Host</u>	Contact Number

Language spoken in the house:

Number of bedrooms in the house:

Number of bathrooms in the house:

I declare that the information provided above is true and correct

Name: Signature:date:.....

Office use only:

- Carer Declaration Received
- WWC Clearance Expiry:.....
- Inspection Date:.....

P.O. Box 416, Sydney Markets NSW 2129 Australia
 Tel: (61-2) 9325 6988 Fax: (61-2) 9325 6960
 Email: info@ozhomestay.com.au Web: www.ozhomestay.com.au

Homestay – Carer Form

Students under 18 years are required by the Department of Immigration and Border Protection (DIBP) to have adequate welfare arrangements as a condition of their student visa.

The New South Wales Department of Education and Communities (the Department) and TAFE NSW approve arrangements for Student's accommodation, support and general welfare, if the Student is not to be accompanied by a parent or suitable relative as defined by DIBP. This approval requires accommodation to meet minimum standards and homestay hosts to take on a carer role for students under 18 years.

Recognising the importance of proper child protection, homestay hosts must:

- Provide a current Working With Children Check (WWCC) for all adults residing at the home and all adults likely to have unsupervised access to minors at Homestay Premises.
- Maintain current WWCCs for all adults residing in the house and for any new adults residing at the premises or minors who become an adult.

As a Homestay Host registered with Oz Homestay (*Homestay Provider name*)
I/we agree and undertake to the Department and or TAFE New South Wales and to the parents of the Student to become a carer to the Student. I/We understand that I/we are responsible for the welfare, support, care and supervision of the Student and agree to perform the following:

1. Provide photos of themselves and their home to be included in a welcome letter sent by the homestay provider to students prior to their arrival;
2. Send an email to the homestay provider advising that the student has arrived safely at the host family home.
3. Welcome the Student into my home and include the Student in family activities.
4. Ensure the student is treated in exactly the same manner as all other members of my family regarding access to food, the provision of three meals per day, including food for making lunch.
5. Maintain regular contact with and liaison between the Student, the School/College, and if possible the Student's parents.
6. Familiarise the Student with the local area including the location of shops, banks, medical centres / hospitals and local transport, specifically transport to and from school.
7. Ensure the Student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to under 18 year olds.
8. Attend school meetings including enrolment interviews, parent/teacher interviews, subject selection meetings and other school or college meetings deemed necessary by the Principal/Institute Director on behalf of the parents.
9. Ensure that the Student attends regularly and punctually and advise the school/college in writing of any Student absences or lateness with an explanation. Student visas for school students require a minimum of 80% attendance.

10. Actively care for the student's wellbeing and assist the Student to seek any necessary medical attention and ensure proper medical certification is obtained. In case of absence from school due to illness ensure the medical certificates are provided to the school/College.
11. Provide in writing requests for short leave to the School/college for the Student to attend medical/dental appointments or other leave, specifying the dates and times of the absence.
12. In case of accident/serious illness or medical emergency, contact immediately the Homestay provider, School/Institute and the parents, if possible.
13. Liaise with the School/College Coordinator concerning the Student's behaviour, or issues affecting the Student's course progress.
14. Assist the Student to understand school rules, expectations and visa requirements and abide by them.
15. Ensure there are adequate accommodation and welfare arrangements for Students during vacation periods, if the Student is not returning to their home country. Students under 18 years are not to undertake independent travel or holidays without adult supervision. Written approval must be obtained from parents if students are taking holidays with adult relatives or family friends. Such holidays must be within the vacation periods.
16. Notify the Homestay Provider and the School/College Coordinator of any intended changes to your address or living arrangements prior to those changes occurring or as soon as practicable. This notification must be in writing and provide full details of the new arrangements, and must comply with the Department's and DIBP requirements.
17. Notify the Homestay Provider if you no longer wish to act as Homestay host and carer for the student.
18. Notify the Homestay Provider and the School/college immediately if the student intends to move from your address.
19. Inform the parents and / or Homestay Provider in the event of any problems or issues, discuss solutions and act promptly on their advice.
20. Agree to provide accommodation and care in accordance with the Required Standards set out on the Homestay Information for Parents Form attached, including fees charged and no more than 3 overseas students of any age residing in your home.
21. Ensure I have appropriate and current insurance policy to cover students residing in my home.

For parent nominated homestays liaise with parents to ensure payment of the service fee is made to the Homestay Provider to conduct the annual screening visit to the premises. These visits are to ensure continued compliance with DE International's requirements of approved homestay families.

Homestay Carer Detail

PLEASE PRINT CARER DETAILS IN ENGLISH

Family name _____ Given names _____ Gender M F

Address _____

Suburb/town _____ Postcode _____

Telephone (H) _____ (W) _____ (Mobile) _____

Fax _____ Email _____

Homestay Carer Declaration

NOTE: IF THE CARER IS IN AUSTRALIA ON A VISA, PLEASE PROVIDE A COPY OF THE PASSPORT AND CURRENT VISA.

I/We have read, understood and agree to undertake the responsibilities of the Homestay Carer as set out above for _____

(Name of Student)

Date: _____

(Signature)

Student Detail

The Student referred to in this Homestay – Carer Form is:

Student name _____

Parent name _____

Parent contact _____

Homestay Provider Detail

The Homestay Provider for this Homestay – Carer Form:

Homestay provider name **Oz Homestay** _____

Contact details _____
Po Box 416
Sydney Markets, NSW, 2129

Phone: 9325 6988

Email: info@ozhomestay.com.au