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## GUARDIANSHIP POLICY

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### 1. Purpose

The purpose exists to give guidelines to the School's expectations regarding the provision of a Guardian for Full Fee Paying Overseas Students and to ensure compliance with regulations mandated by government authorities.

### 2. Scope

This Policy applies to all situations where students are not living with their parents, or who do not have parents living in Australia. All Full Fee Paying Overseas Students are required to have a Guardian to act as the legal representative of their parents. Guardians are required for all Full Fee Paying Overseas Students, even if they are over the age of 18.

### 3. Definitions

**(Guardian):** (Legal representative of a student's parents, who are required to act in the student's interests and act on behalf of the student's parents when necessary)

### 4. Policy Statement

- All Full Fee Paying Overseas Students at St Catherine's School are required to have a guardian. The guardian is required to look after the student's welfare and is expected to fulfil the following responsibilities:
  - Be the contact person for the School.
  - Sign documents if and when necessary, as the parent's legal representative.
  - Attend Parent/Teacher evenings to discuss the academic and social progress of the student.
  - Monitor the student's academic progress.
  - Ensure attendance at school.
  - Maintain contact with the student's parents and with the School as required.
  - Attend Information Evenings and other evening activities that relate to the student's progress.
  - Care for the student in case of illness or injury after consultation with the Principal, School Nurse, Director of Student Wellbeing and if applicable, the Director of Boarding Services.
  - Ensure the general health and wellbeing needs of the student are met.
  - Ensure that to the best of the student's ability, they comply with any visa requirements imposed by the government.



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- The guardian must be deemed to be a suitable choice by St Catherine's School and meet the following criteria:
  - He/She must be over 21 years of age.
  - He/She must have an adequate grasp of written and spoken English
  - He/She must be a Permanent Resident of Australia and live in the Melbourne metropolitan area and be easily contactable by telephone. If the guardian is away for an extended period of time, a replacement must be nominated and the School notified of this change. The same conditions apply for the replacement guardian as the permanent guardian.
  - He/She must obtain a *Working with Children Card* – application forms available at Post Offices or at the website:  
[www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)
  - If the Guardian is being appointed before the *Working with Children Card* has been issued, he/she must undergo a police check prior to being accepted as a guardian. The consent to check and Release Police Record Form can be downloaded from [www.police.vic.gov.au/PDF/vp820A.pdf](http://www.police.vic.gov.au/PDF/vp820A.pdf)
  - Guardians must complete the form and return it to:  
**Public Enquiry Service  
Criminal Records Section  
Victoria Police  
PO Box 415  
Melbourne VIC 3005**
  - A guardian will not be approved unless they meet the criteria above and have met with a representative of the School.
  - All FFPOS students must obtain the written approval of the School and their parents before they can alter Homestay arrangements or guardian.

Specific procedural guidelines pertaining to the Policy are referred to in the Protocol Information section to follow:

### 5. Responsibility

This Policy applies most pertinently to the Principal, Director of Boarding Services, Registrar, Business Manager, Admissions Officer and International Students Coordinator.

### 6. Compliance requirements

Education for Overseas Student Act 2000



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### DIMA

The Department of Immigration requires:

- An overseas student who is not accompanied to Australia by a parent/guardian and is not staying with a relative to have their accommodation, support and general welfare arrangements approved by the Education Provider.
- The Education Provider must submit a Welfare of Visa Application Form to DIMA.
- Should changes be made to arrangements FFPOS students must seek the Education Provider's approval (visa condition 8532).
- The Education Provider must send DIMA a Change of Welfare Arrangement outlining changes to accommodation as notified by the student (visa condition 8533)
- The Department of Immigration states that private rental without adequate supervision by an adult is not appropriate.

### 7. Associated Documents

- Acceptance of Guardianship for a Full-Fee Paying Overseas Student Letter.