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Due Diligence by Homestay Provider Companies and Yarra Valley Grammar

The homestay provider company AHN will do the initial screening and due diligence on the prospective homestay family. This includes checking the appropriateness of the accommodation along with collecting all necessary forms and documentation including working with children check to provide to Yarra Valley

Grammar for assessment. An initial assessment of prospective homestay family provides details on family's commitment to School policies, proximity to the School and appropriateness of the accommodation arrangements for the student.

Approval and Ongoing monitoring of accommodation, support and welfare arrangements for students under School's CAAW

The school is fully responsible for the approval and ongoing monitoring of all homestay families who are hosting students of Yarra Valley Grammar. This includes due diligence on the homestay family with inspection of accommodation and meeting with hosts prior and post student placement with the host. Inspections are carried out prior to student placement and every six months. The School ensures that it has all the required documents on file for the host family.

## HOST OBLIGATIONS

Homestay hosts must follow the obligation outlined in the Homestay Deed document.

### Child Protection

All members living at the Host family residence over 18 years of age must have a current Working with Children Check (WWCC). This also includes over 18 visitors spending the night at the Host family residence and permanent over 18-year-olds moving into the home. WWCC must be forwarded to Homestay provider and the School. WWCC can be downloaded from the following website address [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) The Student must never be at home with an adult that does not have a current WWCC.

It is the Hosts responsibility to ensure the home is safe if the student is home alone. The student should have internal access to the Home at all times meaning they must be given a key, security code or other means of entry in case the Host is not present at any time. The student should also be able to contact the host at any time.

The Host must immediately notify Yarra Valley Grammar of any incident or allegation of child abuse including:

- any act committed against a child involving
  - a sexual offence; or
  - an offence under section 49B (2) of the Crimes Act 1958 (grooming); and
- the infliction, on a child, of
  - physical violence; or
  - serious emotional or psychological harm; and
- serious neglect of a child

Host families while going out for the evening must ensure they have organised a house key for the student and that the home is secure. They must also leave emergency contact numbers with the student.

Host families wishing to take students on holidays must seek permission from the School. Yarra Valley Grammar does not allow the Student to sleep at another location overnight or go on a holiday without obtaining the permission of Yarra Valley Grammar.

Homestay hosts are expected to follow all policies and procedures of Yarra Valley Grammar subject to change. All homestay hosts must comply with the ESOS National (s)-1.1 (t)4.9 (h)-0.7 (e)-6 (S)-1 T2BDC 0.011.2 (l)ao /P

