

## Procedure Title

### Care for Students Under the Age of 18 Procedure

#### Preamble

The Care for Students Under the Age of 18 Procedure sets out the implementation of the Care for Students Under the Age of 18 Policy.

#### Purpose

This procedure outlines the process to comply with the Child Safe Standards Framework to promote a safe culture for students. Staff are trained to identify and manage the reporting of any safety concerns

#### Scope

This procedure applies to all staff, contractors and other students working or studying with under 18 students face to face, online or any mode of communications and interactions.

#### Policy

Care for Students Under the Age of 18 Policy

#### Related Documentation

Confirmation of Appropriate Accommodation and Welfare (CAAW)

Confirmation of Enrolment (COE)

Student Support Plan

Under 18 Management Form

#### Procedure

### 1. Responding to Incidents, Disclosures and Suspicions of Child Abuse

#### 1.1. Responding to an emergency

- If there is no risk of immediate harm, go to Section 1.2.
- If a child is at immediate risk of harm staff must ensure their safety by:
  - separating alleged victims and others involved;
  - administering first aid;
  - calling Deakin Security who will call **000 for urgent medical and/or police assistance** to respond to immediate health or safety concerns;
  - complete an incident report to submit to the Student and Academic Services Manager for future liaison with Police.

Where necessary staff may also need to maintain the integrity of the potential crime scene and preserve evidence.

#### 1.2. Reporting to Authorities

- All incidents, suspicions and disclosures of physical or sexual child abuse must be reported to an authority by Student and Academic Services Manager:
  - Contact the police if the source of abuse is within Deakin College;

- Contact Department of Families, Fairness and Housing (DFFH) if the source of abuse is within the family or community;
- Inform Deakin University Safer Community.

### **1.3. Contacting Parents or Legal Guardians**

- The Student and Academic Services Manager must consult with DFFH or police to determine if parents or legal guardians may be contacted and what information can be shared.

### **1.4. Providing Ongoing Support**

- The Student and Academic Services Manager to develop a *Student Support Plan* to provide student with ongoing support.

## **2. Additional requirements for the care of overseas students under the age of 18**

Prospective students under the age of 18 as identified by Deakin College Admissions an *Under 18 Management Form* is forwarded to the education agent to be completed by the parents or legal guardians of the student.

- 2.1.** Where a parent or suitable relative takes responsibility for the welfare arrangements of the student, no *Confirmation of Appropriate Accommodation and Welfare (CAAW)* letter will be issued by Deakin College. Deakin College will ascertain that the suitable relative is appropriately located for the student to travel safely to and from Deakin College and/or will require confirmation that the suitable relative will escort the student to Deakin College each day.
- 2.2.** A parent or legal guardian may request on the *Under 18 Management Form* that Deakin College takes responsibility for approving the accommodation, support and general welfare arrangements for that student.
- 2.3.** The parent or legal guardian is advised to provide in good faith all necessary and relevant information about illness, impairments or disabilities of the student.
- 2.4.** Where Deakin College agrees to take responsibility for the welfare arrangements of the student, the parent or legal guardian will be provided with a list of Deakin College recommended and approved guardianship services or, where possible, offered the College's in-house under 18 guardian service.
- 2.5.** Deakin College will not approve guardianship arrangements or guardianship services that are not on Deakin College's approved list of guardianship services.
- 2.6.** Deakin College will not approve arrangements for the student to reside with family friends or relatives who are not Suitable Relatives.
- 2.7.** A *Confirmation of Enrolment (COE)* and CAAW will be issued once signed acceptance of Deakin College letter of offer, payment of tuition fees and guardianship service has been appointed and Admissions receives confirmation from the Guardianship Service.
- 2.8.** The CAAW form is forwarded to the Student and Academic Services Manager or delegate for approval.

- 2.9.** Admissions will remind the student about the nominated dates and that the student may not arrive earlier than the nominated dates (unless accompanied by a parent or Suitable Relative) and that the student will be denied entry into Australia.
- 2.10.** Students under 18 will not be released for transfer to another registered provider if there is no written evidence that the parent or legal guardian supports the transfer; or if the student is not being cared for in Australia by a parent or suitable nominated relative, there is no written confirmation that the new provider will accept responsibility for approving a student's accommodation, support and general welfare arrangements.
- 2.11.** Students under 18 may not undertake evening classes at Deakin College and will be guided to select daytime classes during enrolment. Any student under 18 found to be enrolled in evening classes will be removed from these classes and enrolled in suitably timed alternatives.
- 2.12.** Students under 18 must discuss with the Deakin College any intention to obtain a paid job, and written permission to work must be given by the student's parent. Deakin College may review this arrangement should it negatively impact academic progress or welfare.
- 3. Guardianship Arrangements**
- 3.1.** Deakin College will review any request for changes to the student's accommodation and welfare arrangements before any approval (if any) will be granted. This may require inspection of the premises by Student Services and, if applicable, police checks.
- 3.2.** Guardian service providers will sign an agreement with Deakin College that they will advise Deakin College of any change in circumstances during the time that they are caring for the under 18 student, and that any incident, accident, prolonged or unexplained absence will be promptly reported to Deakin College.
- 4. Support and Monitoring**
- 4.1.** Students will be required to attend an interview with Student Services on at least one occasion in each trimester. Students must meet with their guardian on a regular basis in each trimester as directed by the College.
- 5. Changes to Accommodation, Support and Welfare Arrangements**
- 5.1.** Where a student refuses to maintain accommodation, support and welfare arrangements which Deakin College has approved, and where all attempts for resolution have been exhausted, Deakin College will be obliged to report this non-approval to the Department of Home Affairs. This is likely to result in cancellation of the student's visa.
- 5.2.** Students accommodated at Deakin Residence are subject not only to Deakin College's protocol and regulations but those of the Deakin Residence management. Any student who breaches regulations repeatedly and/or to a significantly serious degree and who is therefore deemed by Deakin College and/or Deakin Residence management to be required to leave the Residence may be obliged to accept a change to an alternative approved accommodation arrangement and will not be refunded Residence fees.

**5.3.** In the event of an emergency where it is no longer safe for the student to stay in their current homestay arrangement, the Student Guardian must immediately contact the Student and Academic Services Manager who will contact the accommodation provider (Deakin Residential Services or Student Accommodation Services) to request a relocation to either another room or to a homestay.

**6. Roles and responsibilities**

**6.1. Parents or legal guardians are responsible for:**

- Completing the *Under 18 Management Form* to advise whether the student will be cared for in Australia by a parent, legal guardian, or a suitable relative and the address where the student will reside in Australia.
- Providing in good faith relevant information about illness, impairments or disabilities of the student to authorise changes to accommodation.

**6.2. Deakin College is responsible for:**

- Approving guardianship services, accommodation, support and general welfare arrangements for students.
- Assessing what reasonable adjustments or reasonable accommodation can be provided to students with special needs.
- Issue a CAAW letter.
- Meeting with students each trimester to monitor academic progress, living arrangements, welfare and other support matters.

**6.3. Guardian Service Providers are responsible for:**

- Ensuring safety and welfare of students.
- Reporting any incident, accident, prolonged or unexplained absence promptly to Deakin College.

<b>Identification</b>	Care for Students Under the Age of 18 Procedure
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**DEAKIN  
COLLEGE**  
in association with



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