

Monash approved Care-giver Information Sheet

This information sheet is provided to you as a Monash approved Care-giver for a Monash student visa holder under age 18. Please take time to read over the following points.

Monash policy

Monash approved arrangements

Monash approves two types of arrangements:

1. Monash approved Care-giver service. A student has entered into an arrangement with a Monash approved Care-giver service to provide 'guardianship' for the student
2. Family friends. Family friends are approved on the understanding that they have an existing and long standing relationship with the student's family (minimum two years and maintain regular contact) and are prepared to provide care for a student to the same standard and quality as that provided by a Care-giver service.

Acceptable accommodation

Students can stay in either Monash Student Residences or Homestay. Homestay may include the student living with you as well as some other form of Homestay.

Minimum accommodation arrangements for Homestay

The following must be provided: individual bedroom, bed and bed linen, shared bathroom, desk, desk chair, lamp, wardrobe, window, three meals a day, availability of heating and cooling.

The maximum number of students that can be approved for Homestay in the one residence is three.

Monitoring of Monash approved Care-giver services

Monash has obligations under the *National Code of Practice 2007* to ensure that accommodation and welfare arrangements are satisfactory. It monitors approved Care-giver services by:

- Obtaining feedback from students- meetings, surveys
- Obtaining feedback from academic and professional staff
- Conducting an annual review of Care-givers
- Receiving regular reports from Care-givers of Monash students under their care

Your obligations

Comply with the National Code

- To comply with the ESOS Act and [National Code 2007](#) in providing for the students' welfare, including, but not limited to, Standard 5 of the National Code 2007.

Insurance and Working with Children checks

- Provide evidence annually of a current Working with Children check and of professional indemnity insurance.

Accommodation checks

- If the student is living in a Homestay which is not arranged by an approved Monash Homestay provider, you must visit the accommodation and certify it meets the minimum Monash requirements.

Help with adjustment

- Provide help with day-to-day necessities such as opening a bank account, shopping, local facilities, taxation, mobile phone access, public transport and Australian customs.

Maintain regular contact with the student

- If your student is not staying with you, you must visit, phone or email the student at least weekly in the first six weeks in Australia and thereafter every two weeks.

Change of arrangements

- Advise Monash of any proposed changes to the student's accommodation or welfare arrangements

Significant student personal changes

- Advise Monash whenever any study or personal matters arise of a serious concern

Critical incidents

- Advise Monash immediately in the event of a critical incident (see over)

Sign some authorisations

- You may be required to sign authorisations such as computer access, attendance at functions and excursions

Reports

- Provide reports to Monash once a semester or trimester of Monash students in your care

Student absence overnight or for longer periods- your approval is needed

- At all times you should know where your student is staying, with whom and contact details. You are responsible for approving absences overnight or trips away.

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Critical incidents

A critical incident is a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury. Examples of a critical incident include:

- a student missing or unable to be located
- encountering severe verbal or psychological aggression
- death, serious injury or any threat of these
- natural disaster
- issues such as domestic violence, sexual assault, drug or alcohol abuse.

If your student is involved in a critical incident you must advise Monash immediately.

Contact [Monash Security](#):

Campus	General security	Emergencies
Berwick	990 47444	990 53333
Caulfield	990 32211	990 32211
Clayton	990 53059	990 53333
Gippsland	512 26662	512 26999
Parkville	990 39999	990 53333
Peninsula	990 44108	990 44318

Contact Student Support (business hours)

Provider	Contact	Details
Monash University	Wendy Blastock	Coordinator International Student Experience, ph 990 51451, email Wendy.Blastock@adm.monash.edu.au
Monash College Pty Ltd (MUELC and Monash College students)	Dennis Kelly	Manager Student Life, ph 990 50580 email Dennis.Kelly@mcpl.monash.edu.au

Further information

Please make yourself familiar with the Monash Under 18 web site by visiting <http://www.monash.edu.au/study/international/under-18/>

If you have any queries about your role as a Monash approved Care-giver please contact Robert Barrett (Manager ESOS and Visa Compliance) on ph 99058292 or email Robert.Barrett@adm.monash.edu.au or one of the student support contacts listed above.