

Under 18 Family Friend Information Sheet

This information sheet is provided to you as an approved Care-giver (Family friend) for a Monash international student under age 18. Please take time to read over the following points. It is essential that you understand your responsibilities as a Care-giver in the management of an under 18 student's welfare

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

Individual bedroom, bed and bed linen, shared bathroom, desk, desk chair, lamp, wardrobe, window, three meals a day, availability of heating and cooling.

Maximum number of students

A family friend can be approved for a maximum number of three (3) students at any one time.

Monitoring of Family friend arrangements

Monash has obligations under the *National Code of Practice 2007* to ensure that accommodation and welfare arrangements are satisfactory. It monitors family friend arrangement by:

- Periodically reviewing your status as a Monash approved family friend.
- Obtaining feedback from students- meetings, surveys
- Where appropriate, liaising with academic staff
- Where appropriate, undertaking occasional home visits to check on the well being and safety of students
- Where required, providing written feedback to family friends regarding any compliance issues which have come to Monash's notice.

Working with Children checks

- All Family friends are required to undertake a Working with Children check

Your obligations

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 to ensure 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 local 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.

Advise Monash immediately

- Whenever any study or personal matters arise of a serious concern eg student not attending classes or staying overnight without permission
- If any proposed changes in accommodation or welfare arrangements for the student arise
- 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

Family friend absences

- If you are planning to be absent from your usual residence for any period beyond four days and are unable to continue with normal care arrangements, Monash must be notified immediately. Your continued approval as a family friend is dependent on you being able to carry out your responsibilities.

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.

- If the Homestay host is planning a weekend trip or holiday and wants the student to accompany them, you must be notified and you must approve the arrangement
- If your student is planning a trip away with friends you are responsible for approving the travel and accommodation arrangements, as well as liaising with the student's own family to gain their approval.

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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 Family friend 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.