

# Homestay Host Information Sheet

*This information sheet is provided to you as a Homestay host for a Monash international student under age 18. As your student is still a minor we are providing some background information for you. Please take time to read over the following points. It is essential that you understand your responsibilities as a Homestay Host in the management of an under 18 student's welfare.*

## Monash policy

### Accommodation arrangements

Monash approves two types of accommodation arrangements for international students under age 18. These are on campus accommodation (Student Residences) or Homestay. Some Homestay hosts arrange the homestay through a Homestay provider such as the Monash run Homestay Accommodation Service (HAS). Others arrange it privately through their own resources.

### Acceptable accommodation

The accommodation that you provide must meet the following minimum standards: individual bedroom, bed and bed linen, shared bathroom, desk, desk chair, lamp, wardrobe, window, availability of heating and cooling.

### Maximum number of students

The maximum number of students that can be approved at any one time for Homestay is three.

### Homestay visits from Care-giver

Unless your Homestay is arranged by an approved Monash Homestay provider, you should expect to be contacted by the student's Care-giver ('guardian' of the student while under age 18) to arrange a visit to your home. The Care-giver needs to be satisfied that the accommodation you are providing meets minimum Monash standards as listed under 'acceptable accommodation'.

### Working with Children check

As a person in direct unsupervised contact with a younger person you are responsible for arranging a Working with Children check (WWC). Evidence of this check is needed before a Homestay arrangement can be approved.

### Monitoring of Homestay accommodation

Monash has obligations to ensure Homestay accommodation is satisfactory. It does this by:

- meeting with students and conducting periodic surveys of students
- where appropriate undertaking home visits to check on the well being and safety of students
- obtaining feedback from Care-givers.

## Your obligations

### Curfew time

It is not appropriate for your student to stay out late on a regular basis. If your student is going out please ask them where they are going and approximately what time they will be home. If your student is returning home late in the evening, offer them a lift back from the station or if it's not practicable, remind them to take a taxi, rather than walk.

### Staying out

If your student wants to stay out overnight, they must get their Care-Giver's approval. If they are permitted to stay out, your student must tell you where they will be staying and leave a contact phone number for you. Please do not encourage your student to invite friends to spend the night with them in your homestay. If your student is persistent, please refer the matter to their Care-giver.

### Conflict and communication

We encourage Homestay students to work through issues with their Homestay host directly. This is one of the important challenges presented by the Homestay experience. If a serious communication issue arises, contact the student's Care-giver who will endeavour to resolve the issue through mediation with both parties. You may also need to contact the relevant student support officer at Monash to inform them of any issues you may have.

### Food

All families are required to supply students with three substantial meals per day. This can be a self served breakfast, packed lunch and a cooked meal for the evening. Student's lunches can be made up of sandwiches and fruit or possibly dinner left overs from the previous evening. Items like instant noodles and cup-a-soups can be included with the student's lunch as a snack; however they are not sufficient for a meal.

### Absences

#### Host absences overnight or for longer periods

You must organise alternative arrangements for your Homestay student in your absence and obtain approval for these arrangements from the student's Care-giver.

#### Student absence overnight or for longer periods

Your student must obtain the approval of the Care-giver. You should know where your student will be staying, with whom and contact details. If your student is planning a trip away with friends the Care-giver must be notified to make a decision as to approval.

### Student illness

If your student develops a mild medical condition requiring medical attention, you may need to assist with transport to a medical appointment. If a serious condition arises requiring medical treatment, it is expected that the student's Care-giver will take primary responsibility in communicating with the student's family and making hospital visits

### Cultural issues

As your student is living away from home in a foreign country, the student may need time to adjust to expectations in Australia concerning matters such as water, internet or electricity use, communication styles and food. If a serious concern arises, the Care-giver needs to be advised.

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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 <a href="mailto:Wendy.Blastock@adm.monash.edu.au">Wendy.Blastock@adm.monash.edu.au</a>
Monash College Pty Ltd (MUELC and Monash College students)	Dennis Kelly	Manager Student Life, ph 990 50580 email <a href="mailto:Dennis.Kelly@mcpl.monash.edu.au">Dennis.Kelly@mcpl.monash.edu.au</a>

## 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](mailto:Robert.Barrett@adm.monash.edu.au)) or one of the student support contacts listed above.