



HOMESTAY PROVIDER SELECTION AND MONITORING

POLICY AND PROCEDURE

Policy	<p>Blackfriars Priory School ensures all students including under 18 years old, personal safety and social wellbeing are protected by organising appropriate Homestay accommodation. Homestay families are sourced and monitored with a checklist in place for suitability. All Homestay families must hold a current police clearance or be prepared to undergo a police check.</p>
Procedure	<ol style="list-style-type: none">1. New Homestay family contacts Blackfriars Priory School to express interest in becoming a host family.2. Homestay co-ordinator asks the family member their current residing suburb to determine if the distance between the suburb and Blackfriars Priory School is adequate. The suitable distance to and from the School is no longer than 30 minutes by car.3. Homestay co-ordinator emails or hands family member the Letter, Homestay Profile and Homestay guidelines together with Application form.4. Once the Homestay Profile, Homestay Guidelines and Application form are returned, the Homestay co-ordinator checks the information is completed correctly and then contact the potential Homestay family to organise an inspection time suitable for both parties.5. At the Homestay inspection, the Homestay Co-ordinator assesses the house by using the Homestay family inspection checklist to determine if the selection criteria have been met. At this point the Homestay Co-ordinator would check identification for all adults applying for a Police check and take the application/s with them for submitting.6. Once the Homestay is approved to host students, the Homestay Co-ordinator submits the Homestay Host Profile in the folder.7. The Homestay family will be contacted once a suitable student is available for them8. Regular monitoring of Homestay families and follow up house inspections are down on a 6 monthly basis. The Homestay host will be contacted prior to this inspection taking place.
Supporting Documentation	<p>Homestay family information Homestay Letter Homestay Guidelines Homestay Application form</p>
Reviewed	<p>Annually</p>