

# Avalon College Boarding House Acceptance & Welfare Policy

## 1. Purpose

This policy outlines the criteria and responsibilities for the acceptance of students into the Avalon College Boarding House, as well as the systems in place to ensure the wellbeing, supervision, and safety of all boarders. It aligns with VRQA requirements and Avalon College's commitment to Child Safety Standards.

Avalon Boarding Pty Ltd is the **sole provider of residential accommodation** for Avalon College students. All students enrolled at Avalon College are international EAL (English as an Additional Language) learners, and the boarding program is tailored to meet their unique linguistic, cultural, and welfare needs.

## 2. Scope

This policy applies to:

- All current and prospective boarding students
- Parents and guardians of students
- Avalon Boarding staff, education staff, and support personnel

## 3. Boarding Acceptance Criteria

Students may be offered a place in Avalon College Boarding House if:

- They are full-time students enrolled at Avalon College
- They are between the ages of 10–17 years
- They are international students requiring accommodation in Australia
- Their health and medical conditions are suitable for communal living
- Their parents/guardians agree to all rules and policies, including the Student Code of Conduct and Child Safety policies
- The student and family complete the required interviews and orientation

All decisions regarding acceptance are made by the Managing Director and Child Safety Officer in collaboration with the Boarding Supervisors.

#### **4. Student Welfare & Supervision**

Avalon Boarding provides 24/7 care through:

- On-site Managing Director and Boarding House Supervisors
- Daily attendance monitoring via Orah
- Night-time supervision by Boarding House Staff
- A clear curfew system tailored to age and maturity
- Use of the Emergency Procedures Manual for all critical incidents
- Child Safety Officer responsible for incident reporting and responding to disclosures
- Counselling access through qualified external professionals

Students and staff are introduced to these systems during orientation, and ongoing support is provided throughout a student's stay.

#### **5. Behaviour, Safety & Belonging**

All students must follow the:

- **Avalon College Student Code of Conduct (AC-WEL-001)**
- **Avalon College Anti-Bullying & Harassment Policy (AC-WEL-002)**
- **Avalon College ICT & Device Policy (AC-WEL-003)**
- **Avalon College Family Engagement & Consultation Policy (AC-WEL-004)**
- **Avalon College Cultural Safety & Inclusion Policy (AC-WEL-005)**

The boarding environment promotes:

- Respectful, inclusive peer relationships
- Cultural safety for all backgrounds
- Zero tolerance for bullying and harassment
- Student empowerment through discussions, feedback sessions, and buddy systems
- Understanding of child rights and protective behaviours

## 6. Medical Care & Health Monitoring

Boarding House staff:

- Maintain a **Student Medication Log (AC-HS-004)** and report to the Education Manager
- Follow the **First Aid & Medical Emergency Procedures (AC-HS-002)**
- Record and escalate all injuries, medication administration, or signs of illness
- Ensure daily hygiene routines and monitor sleeping, eating, and emotional wellbeing

## 7. Communication with Families

The College communicates regularly with parents/guardians via:

- The **Orah** boarding management platform (daily updates, incident alerts)
- **Email and phone** for urgent matters
- Scheduled video calls and progress check-ins
- Translated versions of critical documents, including the **Student Code of Conduct**

## 8. Ongoing Compliance & Review

This policy is reviewed annually and after major incidents or changes to regulations. The Child Safety Officer and Managing Director oversee all amendments.