



Guardianship and Welfare Requirements

Avalon College is bound by the **Commonwealth Government of Australia ESOS Act 2018** legislation regarding policy, procedures and legal responsibility regarding to accommodation and welfare of enrolled overseas students under its care.

Avalon College Guardianship Service

Avalon College offers a guardianship service for those students who do not have contacts in Australia. Guardianship responsibility is taken on by Abion (Aust) Pty Ltd ATF Abion (Aust) Trust. The guardianship service covers the following areas:

- (1) Acceptance of responsibility for the emotional, social and academic welfare of the child.
- (2) Full support for any medical issues, arranging medical appointments, accompanying the child to the appointment and regular visits if the child is hospitalised.
- (3) Detailed, honest and prompt communications with parents over matters of concern in any areas.
- (4) Travel arrangements.
- (5) Assistance with setting up bank accounts.
- (6) Assistance with subject choices and completion of school forms and book-lists prior to entry into an Australian school.
- (7) The cost for Avalon College to provide this guardianship service is \$85.00 per week.

Guardianship requirements for non- Avalon College guardians only

An external guardian can be nominated for your student during their studies at Avalon College. It is law that guardians, who are not a direct relative, ie: parents, aunt, uncle, brother, sister must have a Working with Children Check (WWCC) before the student commences at Avalon College. A compulsory government criminal check for non-related persons who come into contact with/work with/live with or care for children under the age of 18.

Please note that WWCC is required for all guardians other than a direct family member (for example a parent, an aunt, uncle, grandparent or brother or sister over the age of 25 years)

- Applications for the **Working with Children Check (WWCC)** are available online - www.workingwithchildren.vic.edu.au
- If the WWCC is not received prior to the student arrival, the Avalon College Guardianship Service will act as guardian. The cost of this service is \$85.00 per week.



Guardian requirements for Agents and non-immediate family acting as guardian

From time to time agents or non-family friends may be elected by parents to act as guardians of students attending Avalon College. The appointment of an appropriate guardian for young overseas students coming to study in Australia is an important and a necessary step.

- Avalon College requires that parents appoint a responsible adult as a guardian for their child and complete an Avalon College External Guardianship form.
- The guardian must be over 25 years of age
- Live in Victoria
- Be able to communicate fluently in English and able to be contacted at all times.
- If the guardian is not a direct blood relative, he or she must have a current Working with Children Check, available online at: www.workingwithchildren.vic.edu.au
- A photograph of the guardian must be attached to the guardianship form. This will be recorded on our files.
- If the guardian travels interstate or overseas within the guardianship period they must inform Avalon College within a minimum of 1 week before he or she leaves Victoria or Australia. Avalon College will assume guardianship for the period the guardian is absent from the state or Australia. The cost of this service is \$85.00 per week.

The Guardian must be able to

- Accommodate students in his or her house at short notice.
- Accommodate students when ill and unable to attend school or need to attend medical or dental appointments.
- Accommodate if a student is suspended from school for misbehaviour.
- Accommodate a student on weekend exeats/leave.

Procedure for weekend exeat/leave

An EXEAT is a permission from a college, boarding school or other institution for temporary absence of leave.

- Once a guardian is registered for the student, Avalon College will invite the guardian via an email to connect to the Avalon College Boardingware App.
(Boardingware is an App that is operated by Avalon College that guardians use to apply for exeats/leave)
- The guardian will need to follow the prompts on their device to get connected and once connected all exeat/leave request must be submitted through the Boardingware App.
- A child will only be given permission to go on exeat (temporary leave) from Avalon College in the event of a parent or legal guardian placing a request through the Avalon College Boardingware App.
- **Please note only nominated guardians are given access to Boardingware which they can access easily on a mobile phone app.**

The guardian will be asked to present photo identification when collecting their student which must match the identification provided on the guardianship form.

Important note - the person who has custody of the overseas student is at all times legally responsible for the student.



Student procedure for exeat/leave

Nominated legal guardians can apply for student exeats/leave. If you would like your child to leave Avalon College for the weekend this is called an 'exeat'. Both you and your child/ student need to do the following;

- Arrange for the guardian/parents to enter exeat times and dates on the [Avalon College Boardingware App](#). The completed exeat notification must be received on Boardingware before **9:00pm Wednesday** in the week that the exeat is requested to allow Avalon College time to process the exeat and confirm leave arrangements.

Exeat procedure for parents who take their child on exeat/leave when Avalon College is guardian

The parent must email Avalon College at admin@avaloncollege.vic.edu.au or phone with the following details

- Pick up and return date and time
- Identify which parent will pick up the student
- The address they will be staying at whilst on exeat/leave
- Contact details – phone number
- Avalon College will enter these details onto our Boardingware App on the parents' behalf once permission is granted by the Head of School.

Student sign out procedure for all parents and guardians

Avalon College staff strictly adhere to the following exeat procedures and policy.

IMPORTANT INFORMATION

1. Students will be released to a guardian or parent only.
2. No other third parties may collect students on behalf of a guardian or parent. Avalon does provide a transfer service subject to availability. This is not available on weekends.
3. Upon arrival to collect a student from Avalon College parents and guardians must present in person with a form of **photo identification** (a driver's license or passport preferred) to the boarding house office and sign out the student before they can leave on an exeat.
4. Upon the student's return from exeat, both student and parent/guardian must also present to a staff in person and sign in to confirm that the student has returned safely.

References:

- <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Implementation.aspx>
- www.workingwithchildren.vic.edu.au