



## HOLIDAY ACCOMMODATION POLICY AND PROCEDURE

### Policy Regarding Care of Younger Students

1. The Scots School Bathurst will provide parents in each school year of enrolment documentary evidence of the School Calendar and the nominated dates for which the school assumes responsibility for the welfare of students.
2. It is a condition of enrolment that international students studying at The Scots School Bathurst enrol as Boarding Students
3. It is a condition of enrolment at The Scots School Bathurst that EITHER:
  - a. Students have a parent nominated guardian resident in NSW OR
  - b. Parents accept the guardianship of the Principal Executive Officer of The Scots School Bathurst
4. In term times designated on the School Calendar, international students studying at The Scots School Bathurst live in the school boarding houses
5. In holiday times designated on the School Calendar or in the case of suspension of enrolment:
  - a. Students are resident with their parent nominated guardian in living accommodation inspected by the International Student Liaison Officer of The Scots School Bathurst OR
  - b. Students are resident in accommodation approved by parent nominated guardian in living accommodation monitored by the International Student Liaison Officer of The Scots School Bathurst
  - c. Students are resident in accommodation arranged and inspected by the International Student Liaison Officer of The Scots School Bathurst on behalf of the Principal Executive Officer of The Scots School Bathurst (Bursar)
6. In holiday times designated on the School Calendar or in the case of suspension of enrolment all travel arrangements to and from The Scots School Bathurst are organised through the Transport officer of The Scots School Bathurst
7. In term times designated on the School Calendar, the Health Care of overseas students studying at The Scots School Bathurst is overseen by the Scots School Medical Centre
8. In holiday times designated on the School Calendar or in the case of suspension of enrolment, the Scots School Medical Centre is responsible for the provision of accurate health information to EITHER the parent nominated guardian or the home stay supervisor approved by the Principal Executive Officer of The Scots School Bathurst (Bursar)
9. The International Student Liaison Officer will collect, collate and maintain records regarding the care of younger students

## Procedure

### Role of the International Student Liaison Officer :

1. Collection, Collation and Retention of:
  - a. Guardianship agreements from parents
  - b. Guardianship agreements with the Principal Executive Officer/Bursar
  - c. Health Care forms for distribution to: Parent nominated guardians or Homestay Supervisor
  - d. Holiday Accommodation Approval forms from parents
  - e. Holiday Accommodation Provision forms from guardians or homestay supervisors
  - f. Child protection forms from guardians or homestay supervisors
  - g. Holiday Accommodation Register and contact details
2. Arrangement of Approved Homestay Accommodation on behalf of the Principal Executive Officer/Bursar
3. Inspection of Approved Homestay Accommodation and monitoring of accommodation approved by parent nominated guardian

### Role of the Transportation Officer

1. Arrange transportation to and from the approved holiday or suspension from enrolment accommodation; liaise with the International Student Liaison officer regarding these transportation arrangements.
2. Collection, collation and retention of all documents concerning transportation to and from the approved holiday or suspension from enrolment accommodation.

### Role of the Health Centre

1. Collection, collation and retention of all documents concerning the health care of international students
2. Liaison with International Student Liaison officer regarding the transfer of the health documents to guardians or homestay supervisors

### Role of the Deputy Head and Director of Student Welfare

1. Investigation of concerns about the accommodation or welfare of a student under 18 years of age raised through the provider's monitoring or any other credible source of information
2. Liaison with:  
Principal Executive Officer  
International Student Liaison Officer  
regarding concerns about the accommodation or welfare of a student under 18 years of age
3. Provision for ongoing welfare support of a student under 18 years of age who has raised concerns

### Role of the Principal Executive Officer/Bursar

1. Signatory to the Guardianship Agreement
2. Oversight of Approved Homestay accommodation for students subject to the Guardianship Agreement.

3. Oversight of action to address concerns about the accommodation or welfare of a student under 18 years of age, including implementation of legislative requirements