

B10 Boarding Policy

St Paul's International College

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1. Purpose

This policy outlines the standards, responsibilities, and procedures for the provision of boarding services and CRICOS-compliant welfare arrangements for overseas students enrolled at the College.

It ensures the College meets:

- NSW boarding school standards (NESA)
- CRICOS requirements for the approval and ongoing responsibility of welfare for overseas students under 18 years
- ESOS/National Code obligations for safety, wellbeing, student conduct, accommodation, support, and reporting

2. Scope

This policy applies to:

- All boarding students
- All overseas students (CRICOS students), including those under 18 for whom the school has assumed welfare responsibility
- Boarding house staff, residential supervisors, pastoral care staff, teaching staff, and College executive

3. Principles

1. The College provides a safe, supportive, inclusive boarding environment.
2. Overseas students must reside only in school-approved accommodation while enrolled.
3. Welfare, pastoral care, safety, and supervision for overseas students must meet the National Code 2018.
4. The College maintains high standards of behaviour, wellbeing, respect and community living.
5. All boarding and CRICOS processes must be documented, monitored, risk-assessed and regularly reviewed.

PART A: BOARDING POLICY (General Requirements)

4. Boarding House Standards of Care

The College provides:

- 24-hour supervision by trained, accredited staff
- Appropriate sleeping, study, recreation and dining facilities
- Access to medical care, counselling, and support services
- Positive behaviour expectations that emphasise respect, safety, and cooperation
- Regular communication with parents/legal guardians
- Emergency procedures and on-call systems

5. Student Conduct & Expectations

Boarding students must:

- Follow boarding house rules, College behaviour expectations, and lawful directions
- Maintain respectful relationships with peers and staff
- Observe curfews, check-ins, sign-in/out procedures
- Respect others' privacy and property
- Use ICT responsibly
- Not engage in harmful, violent, or anti-social behaviour

Breaches may lead to:

- Behaviour contracts
- Suspension from boarding
- Removal from boarding at the Principal's discretion

6. Health, Safety & Wellbeing

The College ensures:

- Regular fire drills, emergency procedures, first aid availability
- Safe storage of medication
- Mandatory reporting requirements (Child Safety)

- Risk assessments for activities and off-site events
- Supervision ratios and duty rosters consistent with NESAs guidelines

Students must:

- Report illness or injury immediately
- Follow staff instructions regarding medication, health plans, and wellbeing supports

7. Leave, Visitors & Absences

- Leave must be approved by boarding staff and parents/guardians.
- Overnight leave must be authorised by parents/guardians and the College.
- Visitors must sign in/out and comply with security protocols.
- Boarding staff monitor attendance and follow up unexplained absences promptly.

PART B: CRICOS-SPECIFIC REQUIREMENTS (Overseas Students)

8. CRICOS Welfare Responsibility (Under 18 Students)

The College will assume welfare responsibility for CRICOS students by issuing a CAAW letter via PRISMS.

When welfare responsibility is accepted:

- The student must reside in school boarding unless the Principal approves alternative arrangements.
- The College is responsible for the student's welfare from the start date on the CAAW until the approved end date.
- The student must not change accommodation without school approval including turning 18 while still at the College.
- Welfare arrangements must meet National Code Standard 5.

The College must notify PRISMS:

- If welfare is suspended, cancelled, or transferred
- If the student fails to arrive
- If the student leaves approved accommodation

- If there is a significant welfare concern
- If the student is missing or unable to be contacted

9. Attendance, Academic Progress & Visa Requirements

Overseas students must maintain:

- 95% attendance and at least 80% attendance according to the terms of their visa
- Satisfactory course progress
- Compliance with all visa conditions

The College monitors attendance daily, records all absences, and implements intervention strategies.

Students breaching attendance/progress requirements may be reported to the Commonwealth via PRISMS.

10. Support Services for Overseas Students

The College provides:

- Orientation program and arrival support
- Academic support, ESL support (if applicable)
- Pastoral care and counselling
- After-hours emergency contact services
- Assistance in accessing health and mental health care
- Ongoing communication with parents/guardians overseas

11. Accommodation Standards (Boarding – CRICOS Requirements)

Accommodation for overseas students must:

- Meet NSW boarding facility standards
- Provide safe and appropriate sleeping arrangements
- Provide adequate privacy, supervision, and gender-appropriate facilities
- Enable access to nutritious meals
- Facilitate study routines

- Be regularly inspected and risk-assessed
- Maintain student records regarding room allocation, supervision, risk management

12. Missing Student & Critical Incident Procedures

In accordance with ESOS/National Code:

1. Student absence is investigated immediately if unexplained.
2. Attempts are made to contact:
 - the student
 - boarding staff on duty
 - parents/legal guardian
3. If the student cannot be located, the College escalates to:
 - police
 - child protection
 - emergency services
4. PRISMS is updated where required.

The College maintains a Critical Incident Management Plan.

13. Complaints & Appeals (CRICOS)

Overseas students have access to:

- Internal complaints and appeals
- An external complaints body if the internal process does not resolve the matter

The student must remain enrolled during the appeals process.

See the student handbook, boarding handbook, www.spic.nsw.edu.au

14. Fees, Refunds & Written Agreements

The College maintains:

- CRICOS-compliant Written Agreements with parents/guardians
- A published refund policy compliant with ESOS
- Accurate, up-to-date fee schedules

- Records of payments and receipts

15. Record-Keeping & Monitoring

The College keeps accurate records of:

- Attendance
- Academic performance
- Welfare concerns
- Accommodation approvals
- Parental communications
- Critical incidents
- Leave requests
- PRISMS reports

Records are retained in line with ESOS/National Code requirements.

16. Review of Policy

This policy is reviewed at least annually and updated to reflect changes in:

- NESAs guidelines
- ESOS Act
- National Code
- CRICOS requirements

Last update 07/12/2025