



CHECKLIST FOR CHANGE OF ACCOMMODATION

- This checklist supports the Accommodation Procedures and should be used to ensure processes detailed in the procedures are completed.

Task	Tick when completed	Date	Staff Member
Spoken to student about reasons for unhappiness in current homestay			
Spoken to caregiver(s) about student's unhappiness			
Mediation to try to resolve issues			
Parents and agents informed of situation and options for the future			
Response received from parents on options provided			
Documentation and safety checking confirmed as up-to-date or undertaken for possible new caregiver			
Options discussed with student and decision made			
Student taken to visit new accommodation options (where relevant)			
Parents and agents informed of decision			
Parents' agreement with decision received			
If DCG, new DCG agreement signed by parents and DCG			
Current caregiver(s) informed of student move and notice period (if any), and date of move			
New accommodation details (where homestay) and date of move sent to agent and parents in writing			
Student's details sent to new caregiver in writing and date of move confirmed			
Student informed of date of move and arrangements made for transfer of student and belongings			
School accounts staff informed of date of termination of payments to current caregiver (if homestay)			
School accounts staff informed of start date of payments to new caregiver (if homestay) and bank details provided			
Student moved			

Task	Tick when completed	Date	Staff Member
eTap updated with new accommodation details for students, including contact email addresses and telephone numbers for caregivers			
Check in with student within 48 hours of move to check settling in			
Check in with student within 1 week of move to check happiness			
Check in within 5 days of move with new accommodation to check happiness of family and student			
Report to parents and agents about student's happiness in new accommodation			
Follow-up/counselling/ support for student re attitudes/behaviours that contributed to the accommodation difficulties (self-care/mood/communication/integration/social skills etc)			
Where deemed necessary, visit to original caregivers to debrief and discuss what contributed to the breakdown of relationships			
Reassess suitability of homestay for future students based on experience with this placement			
All notes on conversations, communications and events recorded on school system (ongoing throughout process)			

This checklist is designed to ensure compliance with the following clauses in the Code:

- 66 Process: decisions requiring written agreement of parent or guardian: Each signatory must ensure that, where appropriate, it obtains the written agreement of the parent or legal guardian of an international student under 18 years with respect to decisions affecting the student.
- 73(1)(c): maintain effective communications with the parents, legal guardians, or residential caregivers of students concerning their well-being and progress in study
- 76(1)(e): maintain effective communication with the student and the student's parent or legal guardian when accommodation issues arise, and must take responsibility for addressing those issues, including reporting them to relevant authorities and moving students to appropriate accommodation
- 76(1)(g): if the student's residential caregiver is a designated caregiver, ensure that the parent or legal guardian of the student has provided written agreement that the designated caregiver will be subject to the signatory's approval and that the signatory is not responsible for the student's day- to-day care when the student is in the custody of the designated caregiver