



ST HILDA'S SCHOOL
GOLD COAST

YEAR 10 STUDENT CULTURAL EXCHANGE PROGRAM HOST FAMILY HANDBOOK

Thank you for taking the opportunity to let your daughter take part in the Year 10 Student Cultural Exchange Program. Part of the experience is the hosting of your daughter's partner from her overseas school. This is an essential part of the experience, as it is one of the visiting student's main opportunities to learn about our way of life and Australian culture. To be welcomed into a warm family environment can also help to ease homesickness or any other anxieties a young person may be experiencing so far from home.

As a general rule, it is always best to be open and up front with your visitor. If you have specific rules in your home, make them clear at the start to avoid confusion later.

STATEMENT OF COMMITMENT

Anglican schools support the rights of all children and young people and are committed to ensuring the safety and wellbeing of students attending an Anglican school. Anglican schools will provide a safe and supportive living and learning environment for students and will ensure staff, volunteers and visitors model and encourage behaviours that uphold the dignity, safety and wellbeing of students. Anglican schools will ensure they:

- provide an appropriate and timely response to all allegations of harm to a student resulting from the conduct, action or inaction of any person, including staff and volunteers;
- comply with all legislative obligations and student protection policy and procedural requirements; and
- support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers.

Child Safety & Government Requirements

St Hilda's School is committed to the safety and wellbeing of children and the protection of children from harm. St Hilda's School will follow procedures formally adopted by the Anglican Church Southern Queensland for the protection of harm of students in Anglican Schools.

Student Protection in Anglican Schools Policy and Procedures

The School has adopted the *Student Protection in Anglican Schools Policy and Procedures* (details may be accessed on the School's website under Quick Links\Safeguarding Students Policies), which cover the actions to be taken if a member of staff or a parent of the School becomes aware or reasonably suspects that harm has been done to a student of the School by any other person. If you become aware or reasonably suspect that harm has been caused to a student of the School by a member of staff, someone outside of the School or by other students, you should report your concerns to the Principal or to one of the School's Student Protection Officers: Deputy Principal, School Counsellor, Head of Junior School and Deputy Head of Junior School (Administration).

Blue Cards

Every member of the family who is over 18 must hold a **Blue Card**. Details are outlined in the accompanying letter which details how you become a homestay provider and also on the Queensland Government Blue Card Services website: <https://www.bluecard.qld.gov.au/volunteers/Childaccommodationservicesincludinghomestays.html>

We also draw your attention to the most recent requirements outlined under the *Working with Children (Risk Management and Screening) Act 2000* which may be accessed via the Queensland Government website: <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>



HOMESTAY FAMILY INTERVIEW CHECKLIST

Date of Interview: _____/_____/_____ Time of Interview: _____

Family Name: _____ Contact: _____

Address: _____

House Style: Wooden Brick Duplex Two storey Town House Unit Other: _____

Facilities: Outdoor Garden BBQ entertaining area Balcony Pool Bicycle Other: _____

Room setup: (Please tick) Total bedrooms: _____

Student room 1:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks
Student room 2:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks
Student room 3:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks
Student room 4:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks

Notes: _____

Bathroom Setup: (Please tick) Total bathrooms: _____

Bathroom 1:	<input type="checkbox"/> Ensuite Bathroom	<input type="checkbox"/> Shared Student Bathroom	<input type="checkbox"/> Shared Family Bathroom
Bathroom 2:	<input type="checkbox"/> Ensuite Bathroom	<input type="checkbox"/> Shared Student Bathroom	<input type="checkbox"/> Shared Family Bathroom

Notes: _____

Photos required: (Please tick)

Front of house Bedrooms Bathrooms Living areas Kitchen Backyard

Blue Card Requirements: Blue card forms Verbal Warning ID Sighted ID Photo

Went through pack Orientation Questionnaire Family Photo Bank Details

Will the family host teachers or parents? Yes No Maybe

Interviewer Notes: _____

Name of Interviewer: _____ Signature: _____

General Information

Accommodation

An individual bed must be provided, but it is acceptable for the visiting student to share a room with your daughter if necessary.

Connections

You will have been given a profile for your student; please contact her family to introduce your family and to ensure that all travel details are fully understood by both families. If you are going to take any long trips with your visitor, please ensure that her family is aware of this.

Laundry

Please provide laundry facilities. You can discuss with your visitor whether she will take responsibility for her own washing or will simply include items in your regular washing. Some girls will prefer to hand wash their own items of clothing. It is worth telling them where to hang washing to avoid finding wet patches in wardrobes etc.

Meals

You are expected to provide 3 meals a day, including lunch at School. There is no need to alter your menu (unless your visitor has some particular dietary needs). Encourage her to take part in the preparation of meals if this works for you. It is a great way to open communications in a day-to-day activity and the shared experience can strengthen bonds between you. Don't be embarrassed to ask the visitor to help with setting tables, washing up etc. This is all part of the cultural experience. Show her the fridge and let her know which snacks and drinks are acceptable for her to access between meals.

Medical Emergencies

It is a condition of the program that girls must have travel insurance. This should cover any required medical or hospital cover for the duration of their stay. In the case of emergency, do not hesitate to take the visitor to the nearest hospital or medical centre. For minor issues, your regular doctor will be fine.

Outings

Please include your visitor in any family outings. In general, you would be expected to pay for meals, although there may be occasions where the visitor would pay for herself if this has been mutually agreed to by the family and the visitor. If you plan to go to theme parks or other expensive venues but do not intend to pay for your visitor, please give her the option on whether she would like to participate rather than putting her in a difficult position if she has limited funds.

If your visitor will be boarding, it is expected that you will cover the costs of any outings etc that the girls may take part in. These will be added to your regular account.

Safety and Risk Assessment

The safety of the visiting girl and your daughter is extremely important. Therefore, whilst the girl is in homestay any activities or outings that may be considered a risk to the overseas girl should be approved by Miss Barrell before participation.

We will also ask that your daughter whilst overseas on Student Cultural Exchange will not participate in any activities that could be considered a risk without seeking approval from Miss Barrell. This is to ensure Risk Assessment Compliance and ultimately our girls and their exchange partners safety. If you have any questions about what activity might be deemed as a risk, please contact Miss Barrell for further information and support.

Support

On her first day at School, please remind your daughter to bring her visitor to meet with Miss Barrell on arrival. She will have been sent a letter outlining her orientation program which will include meeting with Miss Barrell, who will give her a diary, then moving on to the Senior School Centre. Here she will meet the Senior Team including Mrs Brodar and either Ms Wood (Year 10) or Mr Crowe (Year 11) and be given a timetable.

Emergency Contact Details

International Connections Officer Miss Kaitlin Barrell	kbarrell@sthildas.qld.edu.au	+61 7 5577 7297
Head of Senior School Mrs Caroline Brodar	cbrodar@sthildas.qld.edu.au	+61 7 5577 7282
Head of Year 10 Ms Alexa Wood	alexawood@sthildas.qld.edu.au	+61 7 5577 7223
Head of Year 11 Ms Cathy Scruton	cscruton@sthildas.qld.edu.au	+61 7 5577 7220
Deputy Principal Ms Wendy Lauman	wlauman@sthildas.qld.edu.a	+61 7 5577 7290

Telephone and internet

Most girls will bring their own communication devices. Under normal circumstances, if they wish to use your phone to call home, they should reverse the charges. They should ask permission to make any local calls.

If you have limits on internet usage, make these clear at the outset. Girls should not expect to download massive amounts of information.

Skype (or similar) is a great way for the girls to keep in touch with home. Try to monitor this a little though, as constant Skyping with home can actually exacerbate homesickness.

Transport

You are responsible for meeting your visitor at the airport on arrival and returning her to the airport for departure and for ensuring that your visitor can get to School each day and to any other School events as required. Transport to other social activities should be negotiated by mutual agreement. Don't hesitate to ask the School or your visitor's parents if you are in any doubt about the suitability of transport arrangements.

Pool Safety

Queensland's pool safety laws were introduced in 2009 and apply to all pools—new and existing, including pools and spas at schools, boarding houses and homestay premises. All pools and spas in Queensland, subject to very limited exemptions, must comply with the pool safety standard by 30 November 2015. The pool safety laws require pool owners to construct and maintain a compliant fence around their swimming pool regardless of when the pool was installed. For more information, see:

<http://www.hpw.qld.gov.au/construction/BuildingPlumbing/PoolSafety/PoolSafetyLaws/Pages/default.aspx>

In summary

You are asked to provide:

- Clean bed/room (may be shared with her female partner)
- Instructions on how to use your facilities and equipment (dishwasher, microwave, bathroom etc. etc.)
- All regular meals
- Normal range of family activities, including sightseeing. You do not have to take expensive trips unless this is something that you are happy to do and is a normal part of your family life.

Please complete information on the Student Support Card on Page 9 and forward to your visitor before her departure.

Please familiarise yourself with the following Code of Conduct – School Community Policy (pages 5-8), and the Bullying and Harassment Policy (pages 8).

Code of Conduct - School Community Policy

Policy Statement

The School is a place which promotes values that are in keeping with the School's Mission.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. For the purpose of this Code of Conduct "School Community" comprises the Principal, staff, coaches, employees, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the School, who attend at the School, or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of the School and its students.

The School Community Code of Conduct sets clear standards of behaviour which are expected of members of the School Community. It specifies the consequences for any member of the School Community who does not comply with those standards of behaviour, whether those persons are on the School's property, in transit or at another location for the purpose of any School-authorized events or activities.

Background

The following are the principles which provide the framework for this Code of Conduct:

- All members of the School Community are to be treated with respect and dignity, (particularly those persons who are in positions of authority).
- Responsible citizenship involves appropriate participation in the civic life of the School Community. Active and engaged members are aware of their rights but, more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the School Community are expected to use non-violent means to resolve any conflict.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in the School Community, and are a direct contradiction to the School's Mission and Values. Members of the School Community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterised by respect and civility to all others.

Parents play an important role in the education of their children and have a responsibility to support the efforts of School staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active interest in their daughter's school work and progress;
- Communicate regularly with the School;
- Help their daughter to be neat, appropriately dressed and prepared for School;
- Ensure that their daughter attends School regularly and on time;
- Promptly report to the School their daughter's absence or late arrival;
- Become familiar with the School Community Code of Conduct and School Rules;
- Encourage and assist their daughter in following the rules of behaviour;
- Work with School staff in dealing with disciplinary issues including their children.

Standards of Behaviour

As a minimum, all members of the School Community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, all School Community members must:

- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;

- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the legal and moral rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.

Scope

This School Community Code of Conduct is intended to provide members of the School Community with guidelines for the effective development of positive relationships within the School Community and, as expressed in the introduction, to assist in promoting the values that are in keeping with the School's mission.

This document is then essentially a guide for all members of the School Community about the standards of behaviour which are acceptable in the School environment or when attending any official, religious, social or sporting function or activity of or relating to the School or in any location at which the School is represented.

The School Community Code of Conduct is something by which parents agree to be bound when they sign the Enrolment Agreement with the School. Although guardians, step-parents, relatives, friends, supporters and carers of girls at the School are not a party to that Enrolment Agreement, this School Community Code of Conduct is a guide for them about expected standards of behaviour.

General Conduct

School Community members are expected to:

1. Support the Principal and School staff in the development of a Christ-centred learning community based upon an Anglican ethos;
2. Support the School's policies;
3. Acknowledge that the Principal has the ultimate responsibility to implement these policies;
4. Work with the School teaching staff to deal promptly with areas of concern;
5. Treat all members of the School Community with respect and courtesy; and
6. Acknowledge and affirm success in individual and School achievement.

Physical Safety

In particular, all School Community members must not:

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person; or
- cause injury to any person by the use of any such object. All School Community members must not:-
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in the normal course of events, the School is providing hospitality to members or guests of the School community and is in keeping with appropriate legal and hospitality regulations.

All School Community members must:

- not cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Co-curricular Activities

This part of the School Community Code of Conduct deals specifically with attendance at co-curricular activities. The following are statements of principle with which School Community members are expected to comply:

1. Remember, young people are involved in co-curricular activities principally for their enjoyment.
2. Students should always be encouraged to play by the laws.
3. Young people should be taught that honest effort is as important as victory, so the results of each game are accepted without undue disappointment.
4. Turn defeat into victory by helping young people work towards skill improvement and good sportsmanship. Never ridicule or yell at any student for making a mistake or losing a game.
5. Remember that young people learn best by example. Applaud good play by both the School team and by members of the opposing team.
6. Do not publicly question the referee or game official's judgement and never his/her honesty.
7. Support all efforts to remove verbal and physical abuse from co-curricular activities.
8. Recognise the value and importance of volunteer coaches, managers and referees. They give of their time and resources to provide recreational activities for all students.
9. Do not approach a referee or game official any stage during or immediately after a fixture.

Responsibility for Other Community Members

Any parent or School Community member who invites a relative, friend, support, carer or other person to be present at any official sporting or social activity held by or for the benefit of the School and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

Breach of This Code of Conduct

The consequences to a member of the School Community for breaching this Code of Conduct will be as determined at the Principal's absolute discretion. These consequences include any one or more of the following:

1. The School may ban any member of the School Community from attending at any co-curricular activity.
2. The School may ban any member of the School Community from being on the School grounds in general.
3. The School may direct that any parent may only communicate with members of teaching staff through a nominated School representative.
4. In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent.
5. The School may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

Right of Appeal

The School's Grievance Policy and Procedures will apply to any decision made by the Principal under this Code of Conduct.

Policy Type

This policy applies to all members of the School community.

Bullying and Harassment Policy

The policy context is that:

- The School will support its culture and aspiration in the area of Anti-Bullying and Harassment with formal lessons (in subjects such as Religion, Character and Leadership Development, and Health), the modelling of the School's values through its culture and ongoing pastoral care.
- This policy relates to the victim/s of bullying and harassment and also the perpetrator/s. Options available to the School will include pastoral support and sanctions may be applied after due process has been conducted.
- This policy applies to students enrolled, parents of students where the matter relates to a school activity and staff in the direct employment of the school (paid or unpaid, full time, part time, casual, volunteers) and others (such as parents/carers, clergy, contractors and consultants associated with the School).
- Anglicanism forms the basis of the school's values and beliefs. The School, as a place of learning, will actively teach and model Christian love, respect for others and inclusion. All staff members, students and their families should feel socially comfortable and safe while part of this community.
- From time to time, an incident of bullying or harassment may occur. Where this is between students, a pastoral care team (that may variously include the Principal, Head of sub-School, Head of Year, the Chaplain, the School Counsellor and teachers) will be assembled to support the parties involved. While the emphasis of this support will be educative, judgements will be made by the school as to the action needed to ensure that unacceptable behaviour does not recur. All reported occurrences of bullying and harassment, and their outcomes, will be documented.

St Hilda's School has in place procedures that will encourage the School community to work together to maintain a safe environment.

Related documents: *Bullying and Harassment Leaflet for Parents* , and *Bullying and Harassment Leaflet for Students* may be accessed on the School's website under Quick Links \ Safeguarding Students Policies.

Resource

The School will ensure that there are adequate resources (financial, skill and time) to ensure compliance with the legislative environment.

The School Council

The Council will ensure that it is focused on the development of key policy that will enable clear implementation of this policy. Resources will be available for the Principal to develop programmes. The Council ensures there are policies to support the needs of all students who are part of the school community.

The Principal

This policy will be implemented after approval of the Council. The Principal will be responsible for the leading of a respectful and inclusive culture, the ongoing professional development of staff and the dissemination of Anglican Church and government materials to meet the objectives of the policy. The Principal will report to the Council on the operations of the policy and the needs that may emerge from appropriate evaluation. The Principal will ensure programmes fall within budget guidelines.

Evaluation

A continual review will be conducted and reviewed for breaches of compliance and in line with current legislative requirements. Appropriate training, processes and practices will be developed or modified to meet the review conclusions. Reviewed every two years.