



## HOST SCREENING POLICY

### 1. Introduction

Gold Educational Tours is committed to providing international students with safe, supportive, and enriching homestay experiences. This document outlines our rigorous procedures for selecting and screening homestay families, ensuring compliance with Western Australian child protection laws, the Education Services for Overseas Students Act 2000 (ESOS Act), and the National Code of Practice for Providers of Education and Training to Overseas Students.

### 2. Scope

This procedure applies to all Gold Educational Tours staff, prospective homestay families, their household members, regular visitors, and employees.

### 3. Core Principles

Our homestay program is founded on the following principles:

- Prioritising student safety, well-being, and cultural integration
- Recognising the unique needs and potential of each international student
- Fostering a nurturing environment that promotes academic success and personal growth
- Ensuring transparency and accountability in all homestay arrangements

### 4. Selection Process

Gold Educational Tours understands that effective risk management for children in homestay arrangements begins with selecting suitable individuals to provide accommodation, support, and general welfare to international students. This process is supported by consistent procedures for all stakeholders and complemented by adequate training to ensure compliance.

When evaluating potential homestay hosts, Gold Educational Tours adheres to all relevant legislation and ensures that candidates can offer a safe and secure environment for students. This includes providing age-appropriate support and supervision for children and adolescents as they adjust to a new school and living situation.

#### 4.1 Initial Assessment

- Submit a completed Host Application Form
- Engage in an initial phone interview

#### 4.2 Home Inspection

- Assessment of living conditions, including private or shared bedroom for student
- Evaluation of home safety measures

#### 4.3 Family Interview

- In-depth discussion of motivations for hosting
- Assessment of family dynamics and cultural sensitivity
- Collection of detailed information about the members of the household
- Verification of Working with Children Checks for all adult household members



## HOST SCREENING POLICY

### 5. Homestay Family Requirements

Approved homestay families must:

- Provide a safe, supportive, and stable home environment
- Respect cultural differences and support integration
- Assist with transport to and from school and activities
- Maintain open communication with Gold Educational Tours

### 6. Ongoing Monitoring and Support

Gold Educational Tours maintains quality assurance through:

- Periodic home visits
- Student and host family feedback surveys and interviews
- 24/7 support hotline for students and homestay families
- Annual review of homestay arrangements

### 7. Risk Management

To minimise potential risks:

- Clear protocols for reporting concerns or incidents
- Regular safety audits of homestay residences
- Comprehensive insurance coverage for homestay program

### 9. Cultural Integration and Support

Gold Educational Tours promotes cultural understanding through:

- Cross-cultural information for homestay families and international students
- Community engagement activities
- Peer support programs for international students

### 10. Conflict Resolution

In case of issues:

- Structured mediation process
- Option for immediate student relocation if necessary
- Counseling services available for students and families
- Regular review of conflict resolution procedures

### 11. Privacy and Confidentiality

All personal information is handled in accordance with the Privacy Act 1988 and Gold Educational Tours' data protection policies.



## HOST SCREENING POLICY

### 12. Technology and Communication

- Secure online portal for homestay management
- Regular e-newsletters with program updates
- Virtual orientation options for remote families

### 13. Kaizan (Relentless Improvement)

Gold Educational Tours is committed to ongoing enhancement of the homestay program through:

- Annual program review and stakeholder feedback
- Benchmarking against international best practices
- Collaboration with educational and child welfare experts
- Integration of emerging research in international student care

### 14. Legal Compliance

This procedure adheres to:

- Western Australia's Working with Children (Criminal Record Checking) Act 2004
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students
- Australian Privacy Principles

### 15. Review and Accountability

This procedure will be reviewed annually by the Homestay Program Manager and approved by the Managing Director of Gold Educational Tours. All staff are responsible for adhering to this procedure, with breaches subject to disciplinary action.

This comprehensive procedure reflects Gold Educational Tours' commitment to excellence in homestay provision, ensuring the safety, well-being, and positive cultural experiences of international students in Western Australia.