



WESLEY COLLEGE

By daring & by doing

LOCAL CARER (FFPOS) GUIDELINES AND RESPONSIBILITIES

If the student is boarding at Wesley, parents must nominate a local carer to ensure the College has access to a Perth-based adult contact at all times. The local carer must be appointed for the duration of the student's course, including the period after the student turns 18 years of age, and details must be confirmed at the beginning of each academic year, or if at any time the local carer becomes unavailable.

It is Wesley policy that the Local Carer must:

- Be 25 years of age (*family members or friends over the age of 21 will be considered at the discretion of the Head of College*);
- Be of good character, and provide current Police Clearance, or Working with Children Check
- Have permission to reside in Australia until the student turns 18, or their visa expires
- The Local Carer and the overseas student's parents must complete a Local Carer Permission Form, and this form needs to be signed by the Local Carer, the overseas student's parents and a representative of the College
- The local carer must be approved before the student commences in Wesley boarding
- Allow the College to check the appropriateness of the accommodation as part of the pre-enrolment process, and a site visit every 6 months thereafter.

Guide and Responsibilities of a Local Carer are as follows:

The local carer is an important contact person in liaising with the family and the College, and serves as a vital link in ensuring each boy has a positive boarding experience. The local carer must:

- Provide suitable homestay accommodation for the overseas student;
- Act as a contact for general, day-to-day issues;
- Be available for the student to stay with during boarders' long weekends and school holidays (if the student is not returning home);
- Be responsible for caring for the student if he is unwell, injured, requires emergency care, requires transport and an adult to attend scheduled appointments, or is required to be removed from Wesley College Boarding House for disciplinary reasons.

STUDENT ARRIVAL

- Where necessary, meet the student at the airport.
- If a student is accompanied by his parents, arrange to meet them.

END OF TERM/HOLIDAYS/MID-TERM BREAKS

- If the student is not returning home for the holidays, provide accommodation and supervision.
- Confirm all holiday and travel arrangements with the student and Head of Boarding.
- Provide or arrange travel to and from the airport as required.

ILLNESS

- Arrange medical treatment as required, in consultation with the parents.
- Provide quarantine accommodation in the case of infectious illness, such as gastroenteritis or chicken pox.
- Promote the Student's medical well-being, including the giving of authority for emergency medical treatment as required.

FIRST DAYS AT WESLEY

- If required, assist the student with settling in, with the purchase of books, clothing and personal effects.
- Arrange to meet with the student and the Head of Boarding.

OTHER

- Liaise with the College on matters of the Student's academic progress and welfare.
- Assist with the Student's everyday living matters such as banking, shopping and complying with Government regulations.
- Maintain regular contact with the Head of Boarding.
- Provide formal consent for College activities as required.
- Provide guidance on personal and cultural matters as required.
- Provide other support for the student, his parents and the Head of Boarding as may be necessary.
- Notify the Head of Boarding of any problems or concerns you become aware of in relation to the student.
- Provide your address and phone numbers (home and work) to the Head of Boarding so that they can contact you when necessary. Any changes, whether temporary or permanent, must be immediately notified to the school.
- If withdrawing from the Local Carer role, immediately notify the School and the boy's parents. Please note that the Local Carer arrangement must be upheld until alternative suitable arrangements are made.
- If going away, inform the Head of Boarding. If alternative Local Carer arrangements need to be made the alternative Local Carer need to be properly registered with the School (complete Local Carer nomination form and submit CrimTrac Police Clearance or Working with Children Check).
- Agree that any change to these arrangements required may only be made with the agreement of the Student's parents and the College.

Wesley College is primarily responsible for a student's welfare whilst he remains in the Boarding House. It is very important that a good working relationship is established between the International Student Liaison, Head of Boarding, Year Group Co-ordinator, the Local Carer, the parents and the student.

FURTHER INFORMATION

If you require any further information, please do not hesitate to contact the Enrolments Office on + 61 8 9368 8032 or enrol@wesley.wa.edu.au