

CU007 - STUDENT EXCHANGE POLICY (SAFETY OF STUDENTS)

POLICY CONTEXT

Willunga Waldorf School is a co-educational and gender-diverse school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The school is certified and monitored by the Educational Standards Board (ESB) of South Australia who register the school as an approved Student Exchange Organisation.

PURPOSE AND SCOPE

This policy is designed to provide information about the Schools' student exchange programme, in particular with regards to ensuring the safety of participating students, both inbound and outbound.

This policy applies to all parties involved in the exchange program, including Willunga Waldorf School employees and volunteers as well as the international/exchange school and host families.

RELATED DOCUMENTS

The Student Exchange Program is operated in accordance with the *Willunga Waldorf School International Student Exchange Handbook*. Copies are available from the Project Leader and can be requested by emailing office@wvs.sa.edu.au

POLICY STATEMENT

Willunga Waldorf School acknowledges that every child and young person has the right to be safe from harm and risk of harm at all times. We are committed to creating and maintaining a child safe environment, where all children and young people feel safe, feel seen and feel heard.

Our duty of care and commitment to child safety encompasses both inbound and outbound students.

PROCEDURES

Outbound Students

Willunga Waldorf School will ensure that the following items are all confirmed before a child or young person is permitted to participate in its student exchange program:

- The international/exchange school policies and procedures to respond to critical incidents including natural disasters, terrorism, student injury and illness, and any

breakdown in the hosting relationship. These must be provided to Willunga Waldorf School.

- The international/exchange school has conducted an in-person interview with all host family members over the age of 18 residing in the host house.
- The international/exchange school ensures the host family declares all adults and children living in the host family home, including any people that reside temporarily, and that full details of all have been provided to Willunga Waldorf School.
- The international/exchange school has conducted a home inspection prior to the placement of an exchange student from Willunga Waldorf School to ensure that the host family can provide a safe, comfortable, and nurturing home environment.
- The international/exchange school ensures that the host family understands and agrees to meet the financial obligations of hosting a student and guarantees they are well cared for, including provision of all meals.
- The international/exchange school has verified that each adult member of the home has been appropriately screened in accordance with their country's child safeguarding practices, e.g. they have undergone criminal records checks in accordance with the relevant national, state or territory requirements, and that these have a "cleared" or "not prohibited" result. The results of such checks must be provided to Willunga Waldorf School.
- Host families have been screened by the international/exchange school and have been approved to host an international student.
- Host families' houses have been visited by a representative of the international/exchange school, and the house has been signed off as appropriate for a student to stay.

Inbound Students

Before welcoming an (inter)national student into its exchange program, Willunga Waldorf School will:

- Conduct an in-person interview with all host family members over the age of 18 residing in the host house.
- Ensure all adults and children living in the host family home (including any people that reside temporarily) have been declared and providing full details of all to the exchange student's home school.
- Conduct a home inspection prior to the placement of an exchange student to ensure that the host family can provide a safe, comfortable, and nurturing home environment.
- Ensure that the host family understands and agrees to meet the financial obligations of hosting a student and guarantees that they will be well cared for, including provision of all meals.
- Ensure all persons 18 years and over, who reside in the host home, have a current, "not prohibited" Working with Children Check from the DCSI Screening Unit.
- Ensure all persons 18 years and over, who reside in the host home, complete Mandatory Notification Training for Volunteers (RRHAN-EC Fundamentals) and provide the school with a current certificate.

In addition, the Student Exchange Coordinator will ensure that regular contact is made (either in person, online or via phone) with host families to discuss any issues and to see how everything is going. This will occur at least monthly but may occur more frequently during the early stages of the exchange.

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every 2 years.

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