



Local Support Persons Policy

1. Purpose

This policy outlines the requirements for Local Support Persons (LSP) for International Students enrolled at Methodist Ladies' College ('MLC' or 'the College'), where a Confirmation of Appropriate Accommodation/Welfare Letter (CAAW) has been issued.

2. Scope

This policy applies to the support and welfare of International Students enrolled at MLC.

"International Student" has the same meaning as "overseas student" in Section 1.1.3 of the Education and Training Reform Act 2006 (Vic).

3. Policy Principles

3.1 Requirement for Local Support Person

The College requires that each overseas student issued with a CAAW letter have a Local Support Person to provide a local point of contact for students.

The nominated Local Support Person must be Melbourne based and agree to assist the College to support the student as required in both personal and school matters. The Local Support Person does not provide any support or general welfare arrangements that are the responsibility of the College under a CAAW arrangement.

MLC accepts responsibility for approving the accommodation, support and general welfare arrangements for students under the age of 18, where a CAAW has been issued by the College. MLC does not delegate, outsource or contract out that responsibility.

The Local Support Person has no 'guardianship' responsibilities.

Only a parent or person who has legal custody of the student can nominate a local support for that student.

3.2 Eligibility

A person accepting the role of LSP is required to:

- Be resident in Melbourne during school term time (i.e. when the student is attending school). If unplanned travel is required for an extended period of time, they must contact the College and nominate a replacement person in a timely manner.
- Be over 21 years of age and reside in Melbourne, Australia whilst the student is at MLC
- Have some familiarity with the student and be able to support their welfare whilst in Australia
- Must be of good character and have permission to reside in Australia (Australian citizen or Permanent Resident). Additionally, a Local Support Person must be willing to:
 - Provide a Working with Children Check (WWCC)

- Provide proof of identity (drivers licence, passport)
- Provide a history of work involving children
- Provide a suitable 'reference(s)' who can address the person's suitability for the role and working with children (note: the parent of the student can be a reference)
- Complete the MLC Child Safe Induction that includes:
 - obligations and responsibilities for managing the risk of child abuse
 - child abuse risks in the school environment
 - the school's current child safe program
 - the procedures for responding to and reporting allegations of suspected child abuse
- Commit to annual training in relation to the Child Safe Standards
- Be fluent in both English and the student's first language
- Participate in an interview with the Head of School/ Head of Boarding and International Student Coordinator, prior to approval
- Must be able to accommodate the student in emergency situations, for example, periods of illness, where a student cannot remain in the boarding house, stay with their parents, or return home overseas.
- Be subject to an accommodation verification process which includes a site visit to ensure that potential emergency accommodation is suitable for the student's age and needs, prior to the accommodation being approved; and at least every 6 months thereafter.

Note: A parent may request an individual to be a local support person; however, the College is required to ensure that the eligibility criteria points above have been met before formal approval is given by the College.

3.3 Responsibilities

The responsibilities of the LSP include:

- Maintaining regular (fortnightly) contact with both the student and her parents
- Attending College functions and events such as:
 - enrolment interview
 - information briefings
 - College events (school productions/performances/end of year celebrations)
 - parent/teacher/student (PTS) conferences
- Communicate with family when there is a language barrier.
- Act as the Emergency Contact for the student. This includes being willing to accommodate a boarding student in an emergency. For example:
 - Short term/emergency evacuation from the Boarding House (i.e. overnight or multiple days)
 - in the case of illness or injury (until parent arrives from overseas)
- Be subject to ongoing monitoring to ensure the Local Support Person and short-term home stay accommodation continues to meet the needs of the student.

4. Procedure

4.1 Approval Process

- i) Parents must nominate an LSP using the Part 1: MLC Parent Nomination and Eligibility Confirmation Form contained in Appendix A of this document.
- ii) Once documentation has been received, WWCC will be validated
- iii) MLC will then arrange for the proposed LSP to meet with the appropriate Head of School, Head of Boarding and the International Student Coordinator to ensure that they fully understand the role they will be undertaking, including child safe responsibilities.
- iv) The MLC International Student Coordinator will conduct a home visit to check the living arrangements in case of an emergency, re-address the LSP responsibilities and provide a safety card.
- v) The International Student Coordinator will complete the LSP Short-term/Emergency Homestay Questionnaire Checklist form after the home visit and give feedback to Admissions, Head of Boarding and Head of School on the visit's outcome.
- vi) In the event that the LSP is not considered suitable for the student, they will be advised, and the parent will be contacted to seek an alternative for College consideration.

4.2 Ongoing Monitoring

LSP's are subject to ongoing monitoring to ensure their continued suitability for the role and the suitability of the accommodation to be made available in the event of the need for short-term/Emergency Homestay.

This monitoring process will include a home visit and interview with the LSP every six months. This is performed by MLC's International Student Coordinator.

Feedback will also be sought from Students regarding the ongoing suitability of the Local Support Person on a regular basis (minimum six monthly).

5. Governance

DOCUMENT DETAILS		
Title:	MLC International Student Program – Local Support Person Policy and Procedure	
Author(s):	Vice Principal	
Approver:	Vice Principal	
Owner (responsible for review):	International Student Coordinator	
Other staff involved in review:	Head of Boarding; Admissions Manager, Compliance Manager	
Review Timeline:	Biennial	
Date of Next Review:	2026	
VERSION CONTROL		
Version	Date	Description
V1	Oct 2019	To meet the requirements of the Education Services for Overseas Students (ESOS) 2018 National Code associated with International Students, and VRQA requirements
V2	April 2024	Updated to new College Policy format
V3	November 2024	Updates following VRQA review

AUDIENCE	PUBLICATION LOCATION
MLC Staff	MLC Staff Hub
Parents/Guardians	myMLCfamily.net
MLC Students	MLC Student Hub
External	External MLC website

Appendix A

PART 1: PARENT NOMINATION & ELIGIBILITY CONFIRMATION FORM

Student Name:			
Year Level:		Student Code: (office use only)	
I/We nominate the named appointee concerning my/our daughter, who will be studying at MLC, to be the Local Support Person and to liaise between the College, our daughter and our family.	<i>Signature (Parent 1)</i>	<i>Name (Parent 1)</i>	<i>Date</i>
	<i>Signature (Parent 2)</i>	<i>Name (Parent 2)</i>	<i>Date</i>
Name of Nominated Person:			
Age (must be over 21 years of age)			
Residency <i>Australian Citizen; Permanent Resident</i>			
Relationship to student:			
Languages Spoken:			
Address:			
Email Address:			
Mobile number:			
Working with Children Check (completed and attached)			
Proof of Identity <i>Drivers Licence or Passport</i> (copy attached)			
Suitable References <i>Please supply two names and relevant contact details.</i> <i>MLC will contact each reference to confirm suitability for child related work.</i> <i>Note: LSP family members are not suitable references</i>			
Signed by Local Support Person		Date:	

PART 2: ELIGIBILITY CONTINUED

(office use only)

The following is to be confirmed and signed off during meeting with Head of School, Head of Boarding and International Student Coordinator.

ITEM	CONFIRMED
<p>Completion of initial child safe induction/training</p> <ul style="list-style-type: none"> - obligations and responsibilities for managing the risk of child abuse - child abuse risks in the school environment - the school's current child safe program <p>the procedures for responding to and reporting allegations of suspected child abuse</p>	
<p>Agreement to complete annual child safe training</p>	

Signed by LSP		Date:	/ /
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Confirmed by MLC Representative		Date:	/ /
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