



BRADFORD
COLLEGE
The University of Adelaide



THE UNIVERSITY
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Management & Monitoring of Students Under 18 Policy

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Author's position	Campus Manager
Authorised	Anne Field March 2008
Status	Active

Purpose

This policy is to inform staff, students and parents of the arrangements that Bradford College has developed to monitor the welfare of students who are under the age of 18 years.

Version Control

Version Date	Version Number	Reference sections	Description of the change
10/06/2006	1.0	Not Applicable	New document introduced
15/03/2008	1.1		Changes to staff references

Scope and Responsibilities

Staff and students should ensure that they have read and understood this policy. Staff should take particular note of the sections that are relevant to them and make sure that they are aware of their responsibilities.

Admissions

- Send a Confirmation of Appropriate Accommodation/Welfare (CAAW) form (along with Confirmation of Enrolment (COE)) to the agent/student for their visa application, accepting responsibility for the welfare of the under 18 student.
- Send an internet access consent form (along with the COE) to parents to gain permission for the College to allow internet access for the under 18 student.

Staff responsible: Admissions Manager

Pre-Arrival

- Identify all under 18 students prior to an intake commencement (compile into a master list).
- Compile a manila folder for each student to house all welfare information.
- Record in the database that this student is under 18 and that a folder regarding the student's welfare can be found in the Student Welfare Manager's office.
- Check that the above-mentioned internet access form has been signed, returned to the College and included the student's master file.
- Provide agent representing this student with information regarding our under 18s policy (including the student's, care-giver's and College's obligations) and ask that this is forwarded on to the student's parents.
- Ascertain the student's accommodation arrangements.
- If the student pays for accommodation placement, they are automatically placed into appropriate accommodation in line with our requirements for under 18 students, suitable health, welfare and safety circumstances—airport pickup is compulsory (Accommodation Manager).
- If the student has made their own arrangements, parents are sent and must sign and return an accommodation consent form to show their acceptance of and responsibility for these accommodation arrangements, then a visit must be made to the student's accommodation to ensure that the living standard is acceptable and safe, that the care-giver is appropriate and provide the care-giver with information regarding our under 18s policy (Student Welfare Manager).
- Record details of this accommodation visit and outcomes on the student's database record and add the signed accommodation consent form from the student's parents to the student's welfare file.
- Provide the Student Services Officer with a copy of the master list containing the names of all of the College's under 18 students so that they can flag any with respect to attendance and bring these to attention as appropriate.

Staff responsible: Student Welfare Manager

Orientation

- Host an under 18s information session for all under 18 students at orientation (if the student is a late arrival, run through with them separately) discussing the students obligations, their accommodation provider/care giver's obligations and the College's obligations regarding their welfare.
- Organise for each student to visit you after they have received their timetable to organise for the student to meet you at a certain time and day each fortnight.

Staff responsible: Student Welfare Manager

Fortnightly Meetings

- These are **COMPULSORY** for all students every fortnight, they are one-on-one between the Student Welfare Manager and the student with a minimum duration of 10 minutes.

- At the meeting, fill out a hard-copy version of the under 18s report (one form for each student and for each meeting)—this is used to monitor that we are aware of the student’s accommodation; their general health and welfare; their general behaviour; their attendance; their relationships; their contact with their parents, additionally check with the student that our database details correctly reflect their current address.
- Specifically invite the student to tell us of anything about their welfare/living arrangements/health, etc. that is a concern to them.
- Record on the student’s database record that this meeting has taken place and record any serious issues.
- After the meeting with the student, email the student’s parents with the outcomes of the meeting, record on the hard-copy that this email has been sent, file the hard-copy in the student’s under 18 file and raise any issues of importance with the Manager of Student Learning (depending on the student’s program) or the Chief Operating Officer as appropriate.
- A short written report should be submitted to the Manager of Student Learning (depending on the students’ programs) after all the fortnightly meetings are conducted to inform them that all students have been met with and the outcomes.

Staff responsible: Student Welfare Manager

Additional Requirements

- Contact the accommodation provider/care-giver on a monthly basis to ascertain (i.e. after every 2nd visit with the student in a monthly period) to ascertain that all is well from their perspective.
- Contribute information regarding the under 18 students at the regular ‘Students at Risk’ meetings.
- Provide updates to the student’s agent should they request/require it.
- Report back to the Chief Operating Officer each fortnight regarding general status of under 18 students.
- Record any incidences of contact/help required from under 18 students outside of these meeting times in the student’s database record and manual file.

Staff responsible: Student Welfare Manager

Handling issues

- If a student does not attend one of their designated meetings, the student must be contacted and met with as soon as possible and given a warning.
- If a second meeting is missed, the student will have to meet with the Manager of Student Learning (depending on the student’s program) to discuss their issues and reinforce our policy, plus a letter is to be sent to the student’s parents informing them of the situation.
- If a third meeting is missed, the student will have to meet with the Chief Operating Officer and further action will be undertaken as appropriate.

Staff responsible: Student Welfare Manager