

# UNDER 18 STUDENT MANAGEMENT PLAN

## Bradford College Under 18 year old Student Management Plan

Many students studying at Bradford College are under the age of 18, and the College acts as these students' official care-givers. Bradford College takes special care and interest in the welfare of Under 18 students and as such we have a special policy to ensure their wellbeing.

Our Under 18 Student Management Plan includes:

- meeting with Under 18 students on a fortnightly basis and reporting back to the College Director and parents after these meetings
- regularly checking attendance and the academic performance of these students
- closely monitoring the accommodation situation of each student
- visiting/contacting each homestay/hostel with students under the age of 18 regularly to ensure that the accommodation is suitable
- providing one-to-one (individual) counselling by Student Services Manager.

**Students who are under the age of 18 and who organise their own accommodation must comply with the following rules:**

1. The person they will be living with **MUST** be over the age of 21 and they will need to show proof of age to Bradford College.
2. Both the Department of Immigration and Border Protection and Bradford College do not approve students to live with other students. We require it to be a blood relative: mother, father, grandparents, aunt or uncle, brother, sister or cousin (**ONLY** if they are over 21).
3. Family friends have to be registered as a homestay and also meet all the requirements below.

**Bradford College will visit all accommodation for Under 18 students to:**

1. determine that the living conditions are of an acceptable standard
2. assess whether the designated caregiver will provide a safe physical and emotional environment for the student
3. determine that the accommodation is not a boarding establishment
4. meet the designated caregiver and establish communication with the caregiver
5. ensure that we hold at all times personal contact information for all residential caregivers including:
  - full name
  - current occupation
  - current police check
  - relationship to student
  - current address and contact phone numbers

**In case of any emergency all Under 18 year old students can contact (24-hours a day, 7 days a week):**

Student Services Manager                      or                      Accommodation Manager  
P: +61 (0)400 807 815    P: +61 (0)4 0080 7815