

Being a homestay host is a rewarding experience. There are some extra responsibilities that come with hosting younger students as detailed below, however, these are straightforward and you will always be supported by AHN. Please note this document must be read in conjunction with the [AHN Homestay Policy](#) and the [AHN Host Agreement](#).

## Student Profile

You should have received a completed student profile regarding your student. Please ensure you have read this document and are aware of the following:

- > Medical Information – please ensure you are aware of any ongoing medical conditions, medications or requirements for your student, if this has been detailed in the profile form.
- > Permission to Work – the student must not be undertaking any form of employment if this is not approved by the parent.
- > Family Information – do not allow the student to engage with cousins, aunts or family friends etc. if this has not been detailed. If the student claims to have family/friends in Perth, you must contact AHN who will liaise with the student's education provider. AHN will provide approval if this is verified.

## Arrival Information

- > The [AHN House Rules](#) should be printed, along with any other specific rules that apply in your home and provided to the student when they arrive. It is important to discuss the rules with your student soon after they arrive to avoid any misunderstandings as they settle in.
- > You must exchange telephone numbers with your student and ensure they are contactable by you at all times. It is worthwhile taking a photo of your student and ensuring they have the home address in their phone in case they are lost in the first few weeks.
- > Assist the student to access a sim card, Australian bank account and help them with any other services they require (i.e. gyms, sporting clubs etc.)

## Visitors to Your Home

- > You must inform AHN at least 1 week prior of any visitors staying overnight in your home. Please ensure you also inform the student so they are aware.
- > Visitors to your home for longer periods require full registration and review by AHN.

## Holidays

- > You are required to ensure the students whereabouts are known each holiday break.
- > Students must obtain approval from their education provider to go home for holidays or if they will be away for any period. You must also ensure AHN is aware of the student's plans.
- > Emails from the student's education provider and/or AHN in relation to this must be responded to in a timely manner.
- > You must always provide AHN with at least 2 weeks' notice if you will be going on holidays without your student so that a suitable temporary homestay can be arranged.
- > If you wish to take your student on holidays, you must seek approval from your student's guardian and education provider first and advise AHN.

## Student Welfare and Curfew

- > Overnight stays outside of the homestay are not permitted without obtaining the permission of the student's education provider and notifying AHN.
- > Hosts must enforce the curfew set by AHN (typically 10pm unless otherwise advised) or the Education Provider and notified to you by AHN.
- ~ Sunday to Thursday – students are expected to return to the home after school unless an activity has been discussed and approved by you and must be home by the set curfew.
- ~ Friday and Saturday – if approved by the host, students are able to undertake planned activities with friends but are expected to be home by the set curfew.
- > You must be aware of the student's whereabouts and transportation to and from the event.
- > It is expected you maintain suitable supervision for your student outside of school hours and exercise caution and common sense when it comes to the student's welfare.
- > You have the authority to decline any request that you feel may put the student's safety at risk.

**Breaches to these curfews or any welfare concerns must be reported immediately to AHN on the 1300 697 829 (1300 MYSTAY) 24 hour hotline.**

## Transfers / Changes to Homestay

- > Students must not change homestay without approval.

## Extra Responsibilities of Hosting Under 18s

- > Only host other guests, or students of any institution, that are the same gender as your student;
- > Notify the education provider if your student will be absent for the day and notifying AHN if you believe there has been excessive non-attendance at the education provider;
- > Keep AHN, the education provider and guardian informed of any issues or concerns relating to your student;
- > Never leave your student alone at home overnight or without an approved adult who has a current Working With Children Check and/or Police Check and notify AHN immediately of any overnight visitors who are not permanent residents with the appropriate checks;
- > Immediately notify AHN of any incident or allegation of child abuse including:
  - (i) any act committed against a child involving –
    - i.i. a sexual offence; or
    - i.ii. an offence under section 49B (2) of the Crimes Act 1958 (grooming); and
  - (ii) the infliction, on a child, of –
    - ii.i. physical violence; or
    - ii.ii. serious emotional or psychological harm; and
  - (iii) serious neglect of a child.