



## **Policy: Trinity College Pathways School U18 Student Curfew Safety Policy and Procedure**

<b>Policy Type:</b>	Divisional Policy
<b>Policy Number:</b>	<a href="#">TCDP14</a>
<b>Date Approved:</b>	25 February 2022
<b>Previous Policy:</b>	Trinity College Pathways School Curfew Safety Policy
<b>Review Date:</b>	December 2024

---

### 1 OBJECTIVES

The purpose of this policy is to support Trinity College in complying with its obligations to monitor the living arrangements of Younger Students under standard 5 of the National Code by:

- providing a framework for ensuring students are aware of their obligations whilst on a CAAW,
- monitoring student attendance at the approved accommodation, and
- detailing the procedures for dealing with non-attendance at the approved accommodation.

### 2 SCOPE

- 2.1 This policy applies to students who are under 18 years of age and have been issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) by Trinity College.
- 2.2 Students transitioning to Trinity College from another onshore education provider are required to follow this policy from the commencement of the period stated on the CAAW letter issued by Trinity College.
- 2.3 Students transitioning from Trinity College to another education provider are required to abide by this policy until the termination of the Trinity College CAAW as negotiated with the new education provider.
- 2.4 This Policy should be read in conjunction with the Trinity College Pathways School Younger Students Policy, the Child Safe Policy and the Trinity College Accommodation Service Standards.

### 3 POLICY

#### *Provision of information regarding Curfew Requirements*

- 3.1 Students with a CAAW are sent a copy of the preapproved accommodation, or homestay, curfew information prior to arrival.
- 3.2 Pre-approved accommodation providers are required to explain the curfew procedures to students as part of the check in and accommodation orientation.
- 3.3 Homestay hosts are expected to explain the curfew requirements to students when they arrive.
- 3.4 It is the student's responsibility to ask questions if they are unclear about any of the curfew procedures.
- 3.5 The consequences of curfew breaches are detailed in Section 4 of this policy.

#### *Curfew Requirements for Younger Students at Student Accommodation Providers*

- 3.6 Trinity College Students who are under 18 years of age, and have been issued a CAAW, must sign a curfew register every night, in person, at their approved accommodation before 10pm. Students must show ID at the sign in. Other sign in methods may be approved after consultation between the accommodation provider and Trinity College.
- 3.7 The sign in process must be supervised by a staff member of Student Accommodation provider. Sign in must be conducted in a common area of the accommodation facility.
- 3.8 Students who have someone else sign on their behalf will be issued a curfew breach notice.
- 3.9 Once the curfew register has been signed, the students are expected to remain at the approved accommodation until 6 o'clock the following morning.
- 3.10 Students who are late for curfew check-in must call their accommodation provider AND their caregiver to explain why they are late.
- 3.11 Students who are late or fail to check-in, without obtaining a curfew exemption, are in breach of the curfew requirements.
- 3.12 The process for handling late check-ins/missed curfew registrations is outlined in Section 4 of this document.
- 3.13 The accommodation provider must report the curfew registrations prior to 10am the following morning to Trinity College Student Wellbeing.

## *Curfew Requirements for students in homestay accommodation*

- 3.14 Students staying in approved homestay accommodation are required to return to their homestay prior to 10pm every night.
- 3.15 Once students have returned to their accommodation, they must not leave again before 6 o'clock the following morning.
- 3.16 Students who are late to return must call their homestay host and their caregiver to explain why they are late.
- 3.17 Students who are late, or fail to return to the homestay, without obtaining a curfew exemption, are in breach of the curfew requirements.
- 3.18 The process for dealing with curfew breaches is outlined in Section 4 of this document.

## *Curfew Exemptions*

- 3.19 Students who wish to return to their accommodation later than the curfew time or stay overnight at a different location, must complete the U18 Curfew Exemption Application
- 3.20 Curfew Exemptions may be approved for students for the following reasons:
- a) to stay away from their accommodation if they are staying with their parents or legal guardian.
  - b) to return late to the accommodation for a reason approved by the parent and caregiver.
  - c) to return to their family for holidays or at the end of program
- 3.21 Applications for curfew exemptions for the instances outlined in 3.19(A) and 3.19 (B) must be submitted by 3pm at least 3 (three) business days prior to the absence. Applications for curfew exemptions for 3.19 (C) must be submitted 2 weeks prior to departure. Applications must be submitted via the appropriate forms.
- 3.22 Curfew exemptions submitted during public holidays, weekends, or after the 3pm deadline will not be assessed until the following business day.
- 3.23 Students who are absent from their accommodation before their Curfew Exemption application has been processed will be deemed to have breached their curfew.
- 3.24 Trinity College may deny a Curfew Exemption Application if the arrangements are not deemed adequate or if the application is late or incomplete.

3.25 Where a student can provide evidence of an exceptional circumstance for a late check-in or absence, and they notify their caregiver prior to 10am the following morning, a formal breach may be waived. Examples of an exceptional circumstance may include:

- an illness (with supporting medical documentation),
- an emergency (with evidence required)
- compassionate situation (with supporting information provided from the counselling services or health professional)

## 4 PROCEDURE WHEN A STUDENT FAILS TO MEET CURFEW (OR CHECK-IN) REQUIREMENTS

### *Trinity College Approved Accommodation Providers (PBSA's)*

4.1 If an U18 student fails to sign in within 1 hour of the specified curfew time, the following actions are to be taken by the Accommodation Provider within 1 hour.

- (i) Call to student mobile to check they are safe and to confirm their whereabouts and movements. (If student answers and is onsite they must sign-in -mark student as a late for curfew. If student is returning record time of call and actual arrival time)
- (ii) If the student does not answer telephone call, knock on the their door, to check they are safe and to confirm the their whereabouts. If student is present mark student as late for curfew.
- (iii) In the event that the student does not answer the door knock or the telephone call, the Accommodation Provider must open the door to the student room to conduct a welfare check on the student.
- (iv) Call to the Trinity College approved student caregiver to report student failure to return / late return
- (v) Email [wellbeing@trinity.unimelb.edu.au](mailto:wellbeing@trinity.unimelb.edu.au) and [info@studentguardians.com.au](mailto:info@studentguardians.com.au) to notify that a breach occurred and include the students last building entry or exit time.

4.2 The accommodation provider must maintain records of contact details for caregivers assigned to each U18 student as well as the Caregiver company 24 hour emergency hotline.

### *Failure to arrive for initial arrival check- in*

4.3 If a student moving into the accommodation does not arrive on the date/time expected notify the student caregiver within one hour.

### *Trinity College Approved Caregiver/Student Advocate*

4.4 When the Student caregiver staff are notified student has not signed in for Curfew, not present in room and not answering mobile phone the following actions should be taken:

- I. **Caregiver staff to attempt to communicate with student within 30 minutes of notification from accommodation (PBSA or homestay)**
  - a) Student answers,
    - check student is safe and find out location and how student will safely travel back to accommodation –
    - Notify accommodation staff/homestay host student is on the way back – PBSA staff/homestay to note time student returns and email to Caregiver and Trinity.
  - b) No answer, caregiver to
    - ring parents and advise them of breach of curfew and that they are unable to contact student –
    - ask parents to attempt to contact their child – seek information of exact location of student, how they will travel safely back to accommodation and estimated time of arrival and advise the caregiver.
  
- II. **Parents attempt to contact student**
  - a) Parent/legal guardian can make contact,
    - Update caregiver – caregiver to try to establish direct contact with the student and establish location of student, how they will safely travel back to PBSA / homestay –
    - Update PBSA provider / homestay
    - homestay host to note time student returns and email caregiver and Trinity
  
- III. **Caregiver or Parents/legal guardian cannot establish contact with student**
  - a) Caregiver company will continue trying to establish contact.
  - b) Caregiver to notify Trinity College’s after- hours emergency contact.
  - c) Trinity and caregiver company to consider making a police report together – will need to show basis for concern based on the following considerations
    - Is this out of character?
    - Is there a history of curfew breach?
    - Are there any concerns for safety? – What is the basis?
    - Is there any cultural holidays or festive celebrations?

4.5 The Caregiver must provide a written report of incident to Trinity next morning on the *Trinity College Incident Report Template*.

## 5 CURFEW BREACH PENALTIES

Curfew Breaches	Action
First curfew breach without an explanation (late sign-in, failure to sign-in, or leaving accommodation after sign-in)	<ul style="list-style-type: none"> <li>• First curfew breach warning notice sent to student (copy to parents, education agent and caregiver).</li> <li>• Conversation with Student Wellbeing staff to discuss the matter.</li> </ul>

<p>Second curfew breach without an explanation (late sign-in, failure to sign-in, or leaving accommodation after sign-in)</p>	<ul style="list-style-type: none"> <li>• Second curfew breach warning notice sent to student (copy to parents, education agent and caregiver).</li> <li>• Meeting with Student Wellbeing Manager (or delegate) to sign a <i>Curfew Condition Agreement</i></li> </ul>
<p>Final curfew breach (late sign-in, failure to sign-in, or leaving accommodation after sign-in)</p>	<ul style="list-style-type: none"> <li>• Final Warning to student (copy to parent, education agent and caregiver).</li> <li>• Student’s parent or legal guardian contacted to advise that Trinity College cannot maintain the CAAW if the student breaches curfew and recommend the following options: <ul style="list-style-type: none"> <li>a) that either the parents have an eligible relative seek approval from the Department of Home Affairs take over the care arrangements, or</li> <li>b) student takes a suspension of studies and returns to their home country and resumes study after they turn 18.</li> </ul> </li> <li>• Meeting with the Dean, Pathways School (or delegate) to determine whether Trinity College will withdraw the CAAW immediately.</li> </ul>
<ul style="list-style-type: none"> <li>• Cancellation of CAAW</li> </ul>	<ul style="list-style-type: none"> <li>• Notification that the CAAW Cancellation Notice issued to student, parent (or legal guardian), caregiver and agent.</li> <li>• Parent or legal guardian will need to make arrangements to maintain welfare while student is under 18.</li> <li>• The Department of Home Affairs are notified that the CAAW letter is cancelled.</li> </ul>
<ul style="list-style-type: none"> <li>• Forging signature/signing in for another student on the curfew roll</li> </ul>	<ul style="list-style-type: none"> <li>• Breach of the Student Code of Conduct.</li> <li>• Meeting with the Manager, Student Wellbeing</li> </ul>

## 6 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Provide curfew information to students	Student Wellbeing Accommodation and Homestay Providers	Information provided prearrival and verbally explained accommodation check in/ arrival and at orientation
Provide Caregiver details to PBSA/Homestay host	Manager Student Wellbeing	
Familiarise themselves with curfew requirements	Student/Parent or legal guardian	
Monitoring curfew roll signing process and forwarding information to Student Wellbeing	Staff at the Student Accommodation Provider as per the (Approved Accommodation Standards), or Homestay Family	
Monitoring the curfew register/ contacting students and issuing breach notices	Manager, Student Wellbeing	
Meeting with students on second warning notice	Manager, Student Wellbeing Manager	
Initiating critical incident procedure where a student cannot be contacted	Dean, Pathways School	
Final curfew breach notification and meetings	Dean, Pathways School (or delegate)	
Notify Registrations when CAAW needs to be cancelled.	Manager, Student Wellbeing	
Cancellation of CAAW in PRISMS and contacting HA	Registrations	

## 7 DEFINITIONS

*Curfew* – A regulation requiring people to remain indoors between specified hours.

ESOS – Education Services for Overseas Students

HA – Department of Home Affairs a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.

TCAEP – Trinity College Academic English Program

TCFS – Trinity College Foundation Studies

CAAW - Confirmation of Appropriate Accommodation and Welfare

## 8 RELATED DOCUMENTS

- *TCPS Student Code of Conduct*
- *TCPS Younger Student Policy*
- *TCPS Child Safe Policy*
- *TCPS Critical Incident Policy*
- *TCPS Student Compliant Policy*
- *TCPS Student Complaint Procedure*
- *TCPS Student Disciplinary Procedure*

- *TCPS Admissions Policy*
- *TCPS Accommodation Services Standards*
- *ESOS Act 2000*
- *National Code of Practices for Providers Education and Services to Overseas Students 2018*
- *Curfew Exemption Forms*
  - *SW-03A U18 Curfew Exemption – Late Sign-In*
  - *SW-3B U18 Semester Break/End of Program Form*
  - *SW-03 U18 Curfew Exemption Application*

## 9 POLICY OWNER

9.1 The Dean, Pathways School is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

## 10 REVIEW

10.1 This Policy is to be reviewed by December 2024.

## 11 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
<a href="#">TCDP14</a>	PS Executive	January 2019	January 2019	
TCDP14	PS Executive	25 February 2022	25 February 2022	Re-written to include changes to response times and the introduction of caregivers.