

Document current as at 17 December 2018. Updates to content may have been made since this date. Refer to your Fundamentals site for the latest version.

## Missing Full Fee Paying Overseas Students Policy

<b>Source of Obligation</b>	Standard 5.5 of the National Code requires that if the School is unable to contact an full fee paying overseas student and has concerns for the student's welfare, the School must make all reasonable efforts to locate the student, including notifying the Police and any other relevant Commonwealth, state or territory agency as soon as practicable.
<b>Kambala's Policy</b>	It is the School's policy that, in the event that the School cannot contact an full fee paying overseas student or has concerns for the student's welfare or safety, the School initiates its missing full fee paying overseas student procedures.
<b>'Missing' Full Fee Paying Overseas Students</b>	<p>An full fee paying overseas student will be regarded as 'missing' when the School cannot contact or locate the student and:</p> <ul style="list-style-type: none"><li>• the absence of the student is inadequately explained</li><li>• there are suspicious circumstances surrounding a student's disappearance</li><li>• there are fears or concerns for the safety and welfare of the student</li><li>• if the full fee paying overseas student is residing in homestay accommodation, the host family cannot locate the student.</li></ul>
<b>Strategies for Locating Missing Full Fee Paying Overseas Students</b>	Before determining that an full fee paying overseas student is missing, the School will attempt to contact the full fee paying overseas student and, if the student is residing in homestay accommodation, the host family.
<b>Notifying Police and Other Agencies</b>	<p>In the event that the School cannot locate or contact the student or has concerns for the student's welfare and safety, the Principal must contact the Police on 000.</p> <p>Once the Police have been informed, the School must inform the full fee paying overseas student's parents/guardians, the Cth DET and NESAs as soon as practicable using the contact details below.</p> <p><b>NSW Education and Standards Authority (NESA)</b></p> <p>Contact Details Phone: (02) 9367 8111</p> <p>The Cth DET can be contacted via:</p> <ul style="list-style-type: none"><li>• Phone: 1300 566 046</li><li>• Online enquiry form: <a href="https://www.education.gov.au/feedback-and-enquiry-form">https://www.education.gov.au/feedback-and-enquiry-form</a></li></ul>
<b>Critical Incidents</b>	The categorisation of an full fee paying overseas student as 'missing' in accordance with this policy constitutes a critical incident under School's <b>Full Fee Paying Overseas Students Critical Incidents Response Policy</b> .
<b>Record Keeping</b>	The School maintains evidence of compliance with this policy by maintaining records of notifications made or actions taken by the School in accordance with this policy. Records will be maintained in accordance with our <b>Full Fee Paying Overseas Students Records Management and Retention Policy</b> .