Adult Students attending Community Language Schools Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools

Table 1: Document Details

Policy Number	ES16
Related Policies	ES01: Child Safe Environments Policy ES02: Risk Management Policy ES06: Student Code of Conduct Policy ES07: Enrolment Policy and Procedures ES07A: Enrolment Form ES07C Trial Lesson Enrolment Form ES09: Supervision of Students Policy ES14: Working with Children Check Policy and Procedures ES15: Sexual Misconduct Policy and Guidelines ES20: Data and Information Management Policy ES24: Visitor and Parental Volunteer Policy ES34: Student Attendance Policy ES35: Behaviour Support Policy and Procedures ES36: Excursion and Incursion Policy and Procedures ES38: Bullying and Harassment Policy and Procedures ES39: Cyber-Safety Policy and Guidelines ES40: Special Needs Policy ES41: Gender Identity Policy and Guidelines ES42: Student Personal Care Policy and Procedures ES46: Sun Smart Policy
Version	1.0
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Adult student; Working with Children Check (WWCC)
Status	Approved
Approved By	CLSSA Board *(Administrative updates approved by Executive Officer)*
Approval Date	July 2022
Review Date	December 2023
Notes	Administration updates only

Table 2: Revision Record

Date	Version	Revision Description
April 2021	1.0	• New policy developed
July 2022	1.0	• Administration updates only

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Introduction

The aim of this policy to ensure that Community Language Schools are safe places where learning can take place, and that students can develop self-discipline and consideration for others. The policy clarifies the standards of behaviour that are expected of adult students attending a Community Language School. Also refer **ES06**: Student Code of Conduct Policy and **ES34**: Student Attendance Policy

Definitions

Adult student is a student that is 18 years of age or over (i.e. they are of legal age)

Policy

Working with Children Checks (WWCC)

The requirement of Working with Children Check (WWCC) for an adult student depends on the time he/she turns 18 years of age. (Please also refer **ES14**: Working with Children Check Policy and Procedures)

- After turning 18 years of age, students who remain at their mainstream school to complete their schooling do not require a WWCC.
- All adult students who leave mainstream schooling for more than 6 months but subsequently return to study at a community language school will require a WWCC if their study at that language school occurs at the same time as underage students attend that language school.
- All adult students *over* 18 years of age, will require a WWCC if they are enrolled to study at a community language school

Community Language Schools can request a WWCC for an adult student through their DHS Community Language School login. The procedure when applying for the WWCC through an community language school's DHS login is as below:

- The 'Applicant Type' selected should be 'Tertiary/Secondary Student'
- The 'Application fees to be paid by' selection should be 'Requesting Organisation'.
  While the fees will not be payable at the time of requesting the WWCC, the Community Language Schools SA will be charged a fee which will be invoiced to the language school.

Students requiring a WWCC should not commence study until the check is processed and a 'Not Prohibited' result is provided to their School Administrator.

Eligibility for South Australian Government language school funding

- A student who is an adult student will continue to attract funding if they remain at school after turning 18 years of age
- A student who is an adult student will not be funded if they leave mainstream schooling after turning 18 years of age
- A student who is an adult student will not be funded if they return to mainstream schooling after turning 18 years of age

Safe Environments Training

Adult students are not required to attend Safe Environments Training.

Responsibilities

The responsibilities of the School Administrator and/or Chairperson include but are not limited to ensure that:

- all adult students should be enrolled at their language school through the *ESASA Enrolment and Attendance system* by completing the online student enrolment form (refer **ES07**: Enrolment Policy and Procedures and **ES07A**: Student Online Enrolment Form)
- all adult students should not commence study until their WWCC is processed and a "Not Prohibited" result is provided to their School Administrator.
- all adult students must be always supervised by school personnel
- all WWCCs obtained for adult students must be provided to ESASA online
    - click https://www.esasa.asn.au/
    - then go to 'Information for Schools Personnel'
    - click 'Form - for Amending Existing Personnel Details' and complete the form
        - It is compulsory to complete the fields marked with an asterisk: 'First name', 'Last name', 'Name of person completing this form' and 'I can confirm that the above details are true and correct'.
        - After ticking the box "Do you have a current DHS Working With Children Check?" the WWCC can be uploaded here
        - It will also be helpful to fill in the 'School Name'