

Educating for Time and Eternity

Policy No. 48 Accommodation (International Students)

Rationale

This policy is aligned with the Education (the Pastoral Care of International Students) Code of Practice 2016. Westminster Christian School is a signatory to the Code and is therefore bound to adhere to the requirements of the Code's guidelines.

Guidelines

1. Signatories must designate an appropriate person/s to be responsible to international students requiring assistance with accommodation. The existence and availability of this person/s must be advised to student/s on enrolment.
2. Signatories must report any serious concerns relating to accommodation provision to the administrator.
3. International students may live:
 - a. With their parents/legal guardians
 - b. With designated caregivers appointed by parents/legal guardians
 - c. With residential caregivers appointed by Westminster Christian School - With an establishment operated by Tertiary Education Provider

4. The following Code provisions apply to international student accommodation:

WITH PARENTS

Under the Code, international students may live with their parents. The school will verify that the person (s) accompanying the student are parent (s) by

- a. Comparing the parent's passport to the student's passport; photocopying and keeping a copy of each parent's passport (title page and permit) on file. Confirmation of their identity must be made.
- b. If necessary, questioning the parent and the student separately.
- c. Any other procedures deemed necessary to ensure student safety and well-being, and in compliance with the Code.

WITH RESIDENTIAL CAREGIVERS

Under The Code, the school must have robust procedures for the selection and monitoring of residential caregivers and residences. These include:

- a. Police Vetting of all home stay residents over the age of 18, regardless of the duration of the student's stay.
- b. A determination that the residential homestay is not a boarding establishment (i.e. does not have more than four international students residing there at any one time). There must be appropriate separation of residents of different ages.
- c. An on-site assessment of the suitability of the residential facilities.
- d. An assessment of whether the residential carers will provide a safe physical and emotional environment.
- e. Establishment of a support infrastructure for residential carers.

- f. Provision of advice and information on best practice in the provision of residential care to international students.
- g. Visiting each residential caregiver, a minimum of two times per annum to ensure that the accommodation remains suitable and is within the Code and School's requirements.
- h. A reference check must be done on any residential caregiver's previous employer or professional body or any licencing authority they belong to.
- i. If there are any potential risks when checking caregivers' houses they must be disclosed at the inspection time. A risk assessment must be done at this point.

WITH DESIGNATED CAREGIVERS

Westminster Christian School have processes in place if an international student's parent/s designate a relative or close family friend to provide accommodation for their child/children who is under the age of 18, that includes:

- a. An indemnity document signed by the parents/legal guardian (not an agent) stating that the designated caregiver is a relative or close family friend and that the parents/legal guardians are selecting accommodation for their child, subject to the school's approval.
- b. Visiting the designated caregiver's home, prior to enrolment to:
 - i. Determine that the living conditions are of an acceptable standard;
 - ii. Assess whether the designated caregiver will provide a safe physical and emotional environment for the health and well-being of the student
 - iii. Determine that the accommodation is not a boarding establishment; and
 - iv. Meet and establish communication with the designated caregiver.

WITH TERTIARY EDUCATION PROVIDER

If accommodation is provided by a Tertiary Education Provider, Westminster Christian School is required to:

- a. Have a written agreement specifying roles and responsibilities of each party for care and safety.
 - b. Have a full safety check adhered to including Building Warrant of Fitness
 - c. Check for 18-year-olds residing in the building as well as anyone temporarily residing for 5 nights or more.
 - d. Ensure they have met all code requirements
 - e. Notify the parents or guardians if a Supervisor (travelling with the group for the purpose of student supervision during instruction) is staying in the same accommodation building as the students.
5. The school must meet with each student living with a designated caregiver, on a regular basis throughout the year to discuss the student's accommodation and student's well-being.
 6. WCS ensures that at all times that is 24 hours a day, 7 days a week (24/7) there is at least one staff member available to be contacted by an international student in an emergency. Those staff members are designated to proactively monitor and address any concerns about international student/s.
 7. Any changes or decisions requiring agreement by a parent or guardian must be made in writing.
 8. WCS ensures that the parents or legal guardians of the student have provided a written agreement that the designated caregiver will be subject to the signatory's approval, that is Westminster Christian School and that the signatory is not responsible for the student's care when the student is in the custody of the designated caregiver.
 9. For all other responsibilities please refer to the Westminster Christian School Caregiver's Handbook.
 10. In the event that an international student needs to be moved to other

accommodation at short notice, the Principal/International Coordinator/s or other designated persons will be responsible for managing all aspects of emergency accommodation.

11. In the event that an international student withdraws from Westminster Christian School, for whatever reason, the New Zealand Immigration Service will be notified immediately.
12. If the student requires a transfer to a new accommodation situation during their stay, the parent or legal guardian must be notified in writing.

Conclusion

All International Student related policies will be reviewed annually.

Chairman: _____

Date Revised: 16 May 2019

Review Date: 2017
November 2020
June 2021