



## Board of Trustees

### International Students

### Designated & Residential Caregiver

According to the Education (Pastoral Care of International Students) Code of Practice 2016 the definition of a designated caregiver and residential caregiver is as follows:

**Designated Caregiver** - means a relative or close family friend designated in writing by a parent or legal guardian of an international student under 18 years as the caregiver and accommodation provider for that student.

**Residential Caregiver** - means

- a) a homestay carer; or
- b) a licensed hostel manager or other person responsible for the care of international students in a licensed hostel; or
- c) a designated caregiver; or
- d) in the case of temporary accommodation, a supervisor

#### **Rationale**

Aidanfield Christian School will to the best of its ability, ensure the safety and wellbeing of international Students studying at the school.

Outcome 6 of the Code states:

Signatories must -

- a) provide a safe study environment for international students, and
- b) provide adequate support for the well-being of their international students; and
- c) as far as is practicable ensure that international students live in a safe environment

#### **Purpose**

The following outlines the school's policy regarding the care of international students when being cared for by a residential caregiver – so as to equip the student to learn well at school.

#### **Guidelines**

The school will:

1. Maintain up to date contact details for the students parents, legal guardians or residential caregivers and maintain effective communication with them regarding the students well-being and progress in study.
2. Ensure that one staff member is designated to proactively monitor and address any concerns about international students under 18 years
3. Ensure that it receives written confirmation from a parent or legal guardian regarding the plan for handing over the care of an international student after the student's enrolment with the school ends



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4. Regarding a designated caregiver - ensure that the parent or legal guardian of the student has provided written agreement that the designated caregiver will be subject to the school's approval and that the school is not responsible for the student's care when the student is in the custody of the designated caregiver
5. Regarding parents as caregivers – ensure that the parent is aware that the parent has full responsibility for the health, safety and wellbeing of the student when the student is not physically at school or involved with a school initiated programme.

### **Regarding accommodation**

The school will:

1. Ensure that the student's accommodation is safe, is in acceptable condition and meets all the regulatory and legislative agreements
2. Ensure that an appropriate safety check has been completed for a residential caregiver including a Police Vet and reference checks.
3. Maintain effective communication with the student and his/her legal guardian when accommodation issues arise, and will take responsibility for addressing those issues, including reporting them to appropriate authorities and moving students to appropriate accommodation.
4. Taking into consideration the age of the student, the length of the stay and other relevant factors, conduct termly student interviews and home visits as deemed necessary to monitor and review the quality of the residential care.
5. Ensure that there is appropriate separation of international students from students of different ages in the accommodation and that they are appropriately supervised.

### **Evidence**

1. Safety checks and pastoral interviews will be administered by the International Coordinator- supported by international
2. Academic Director. International Academic Director reports to
3. Principal in matters relating to International students.
4. Student contact details will be held on the schools student management system.
5. A progress email to parents will be sent at least twice per year and if and when issues negatively affecting their progress or well-being. These will be documented in the Pastoral Care notes for the student.
6. Handover agreement document will be completed and filed in the student file.
7. Designated caregiver agreement filed.
8. Residential Caregiver Home visit agreement filed.
9. Police Vet, character references and other supporting documents filed
10. Student interviews recorded each term and filed in Pastoral Care notes
11. Home visits recorded and filed



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Evaluation: This policy will be reviewed annually

BOT Chair Sign: \_\_\_\_\_

Adopted On: \_\_\_\_\_

June 2019

Date of Review: \_\_\_\_\_

June 2020

