



Aidanfield Christian School

Board of Trustees

International Students

Designated Caregiver
Outcome 18, Process 72

According to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 the definition of a designated 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.

Rationale

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

Outcome 18 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 designated caregiver – to equip the student to learn well at school.

Use of Accommodation Agents

The school may make use of accommodation agents to organise and manage student accommodation. If an accommodation agent is used, the school will enter into a written contract with the agent and will ensure that the accommodation services provided by the agent meets the requirements of the Code.

Guidelines

The school will:

1. Sight and safely store the initial document signed by the student's parent or legal guardian and the designated caregiver prior to enrolment.
2. Maintain up to date contact details for the student's parents, legal guardians and maintain effective communication with them regarding the students' well-being and progress in study.
3. Ensure that one staff member is designated to proactively monitor and address any concerns about international students under 18 years
4. Ensure that it receives written confirmation from a parent or legal guardian regarding the plan for hand handing over the care of an international student after the student's enrolment with the school ends
5. 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



Aidanfield

Christian School

Regarding accommodation

The school will:

1. Ensure that the student's accommodation is safe, in acceptable condition and meets all the regulatory and legislative agreements
2. Ensure that an appropriate safety check has been completed for a designated caregiver including a Police Vet and reference checks prior to enrolment. Safety checks, including Police vetting as appropriate, will be carried out for designated caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.
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.
6. The monitoring of students living in designated accommodation will be managed in accordance with this policy and the Designated Caregiver Agreement.
7. Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.

Temporary Accommodation

- The school will assess the suitability of the accommodation considering the age and gender of the students
- The school will ensure adequate supervision is in place for all students
- The school will ensure all pastoral needs of the students are met including meals and laundry
- The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check
- The school will monitor and manage risks to students

Evidence

1. Safety checks and pastoral interviews will be administered by the International Coordinator- supported by International Dean.
2. International Dean reports to Principal in matters relating to international students.
3. Student contact details will be held on the school's student management system.
4. A progress email, school report, or face to face interview with 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.
5. Handover agreement document will be completed and filed in the student file.
6. Designated caregiver agreement filed.
7. Designated Caregiver Home visit agreement filed.
8. Police Vet, character references and other supporting documents filed
9. Student interviews recorded each term and filed in Pastoral Care notes
10. Home visits recorded and filed

Evaluation: This policy will be reviewed annually



Aidanfield

Christian School

Board Chair Sign: 

Adopted On: March 2024

Date of Review: March 2025

