



Aidanfield Christian School

Board of Trustees

International Students

Residential Caregiver

Outcome 18, Process 73,74

According to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 the definition of a residential caregiver is as follows:

Residential Caregiver of an international learner aged under 18 means:

- a) a homestay carer; or
- b) a licensed school hostel manager or other person responsible for the care of international students in a licensed hostel; or
- c) a designated caregiver; or
- d) a manager of tertiary student accommodation that is exempt from the Residential Tenancies Act 1986 and covered by Part 5 of this Code;
- e) 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 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
- d) to involve designated caregivers in the welfare of the student
- e) to ensure the student is well cared for and supported by the school

Purpose

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

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 or residential caregivers 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 handing over the care of an international student after the student's enrolment with the school ends
5. 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



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school is not responsible for the student's care when the student is in the custody of the designated caregiver

6. 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, in acceptable condition and meets all the regulatory and legislative agreements and is conducive to the wellbeing of the student
2. Ensure that an appropriate safety check has been completed for a residential caregiver including a Police Vet and reference checks prior to enrolment.
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 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 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.
5. Handover agreement document will be completed and filed in the student file.
6. 'Living With Parent' agreement filed.
7. Student interviews recorded each term and filed in Pastoral Care notes

Evaluation: This policy will be reviewed annually

Board Chair Sign: _____

Adopted On: _____

March 2024

Date of Review: _____

March 2025