



ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

NAG 6

Purpose

St Heliers School undertakes to comply with the accommodation provisions set out in Part 4, (26) of the Education (Pastoral Care of International Students) Code of Practice 2016:

1. To provide a suitable living environment conducive to study with a safe and supportive home life.
2. To involve the residential caregiver in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To maintain effective communication with the student and parent or legal guardian when accommodation issues arise.
5. To take responsibility for addressing accommodation issues, including reporting them to relevant authorities or moving students to appropriate accommodation, where necessary.
6. To work towards the overseas parents' peace of mind knowing that the student is safe, well cared for and happy in New Zealand.

Guidelines

CATEGORIES OF ACCOMMODATION THAT ACCEPTED BY THE SCHOOL:

- Living with a parent.
- Living with a designated caregiver.
- Living in a homestay.

Designated caregivers and homestay caregivers will be referred to as residential caregivers in this policy.

I. PROVISION OF ACCOMMODATION

Residential caregiver accommodation for international students will be arranged by:

- St Heliers School
- Accommodation agents.
- St Heliers School will collaborate with the accommodation agent by assisting them to find suitable accommodation for students.
- The students' parents where the student is living with a designated caregiver.
- St Heliers School will monitor all the above student accommodation according to The Code.

2. ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

General

All accommodation queries and issues will be dealt with initially by the International Student Manager. Pastoral care issues or concerns arising from accommodation arrangements will be dealt with by the International Student Manager or other pastoral care persons designated to look after international students.

- For each student, up-to-date contact details will be recorded for the students' parents, legal guardians, and residential caregivers.
- Effective communications will be maintained with the overseas parents, legal guardians, (or appointed agents) and residential caregivers of students concerning their well-being and academic progress.
- Any serious concerns relating to accommodation will be reported to the Code Administrator.

Students not living with a parent

The following procedures will be carried out for all international students under the age of 18 years living with in residential caregiver accommodation.

- An on-site assessment and interview to determine that living conditions are of an acceptable, safe standard.
- The homestay coordinator will confirm the identity of the residential caregiver by sighting the passport or driving licence and recording the details in the appropriate place of the Police Vet form.
- An assessment to determine that the residential caregiver accommodation is not a boarding establishment.
- Safety checks to ensure smoke alarms are fitted and to assess the security of the home, including locks on bathroom and students' bedroom doors.
- An assessment of residential caregivers to ensure they are able to provide appropriate supervision of international students.
- An assessment of the residential caregiver's suitability and whether they will provide a safe physical and emotional environment.
- An on-site assessment where there is more than one international student living with a residential caregiver, to ensure there is sufficient separation of different aged students in the accommodation.
- A Police vet will be carried out on all adults aged 18 years and over, living in the residential caregiver accommodation. Information obtained during the safety checking process will be confidential.
- Each student will be interviewed regularly during pastoral care sessions to ensure their accommodation is suitable and issues will be dealt with immediately. All accommodation issues will be documented and records will be kept.
- Each student will complete quarterly Accommodation Assessment Surveys.
- The number of student interviews will be sufficient to ensure international students are continuing to live in a safe and acceptable environment.
- All residential caregiver accommodation will be visited twice yearly, or more frequently if required, to ensure that they remain suitable.
- St Heliers School will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

Homestays

- Students living with residential caregivers must make accommodation payments directly to the residential caregiver or the Accommodation Agent at least two weeks in advance.
- Students must not make their own private residential caregiver arrangements without the approval of the International Student Manager.
- Students staying with a residential caregiver are required to exhibit appropriate behaviour.
- Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be sent home.
- Where the student wishes to withdraw from the residential caregiver accommodation, at least one week's notice must be given in writing to the International Student Manager.
- Advice and a support infrastructure for residential caregivers will be provided by the International Student Manager, Mrs Donna Harris, and the Homestay Coordinator.

Designated Caregivers

- Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to St Heliers School approving the accommodation.
- The parent or legal guardian will sign a declaration in the indemnity document stating that the school is not responsible for the student's care when the student is in the custody of the designated caregiver.
- St Heliers School will carry out safety checks and meet to establish communication with the designated caregiver prior to the student arriving in New Zealand wherever possible.
- The relationship between the designated caregiver and the student's parents will be checked to confirm that they are a bona fide relative or parent's friend.
- St Heliers School will check to ensure the accommodation is not a boarding establishment.
- Designated caregivers will be expected to have regular communication with the students' parents and the school as this is an important factor for a successful designated caregiver placement.

3. DIVISIONS OF RESPONSIBILITY

St Heliers School will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Monitoring and approving all accommodation.
- Providing a support infrastructure for residential caregivers.
- Recording the results of all accommodation assessments.
- Recording the results of all quarterly student interviews.

Accommodation Agent

The Accommodation Agent will be assigned those responsibilities outlined in the Accommodation Agency Contract between St Heliers School and the Accommodation Agent.

Residential Caregivers

St Heliers School expects all residential caregivers to:

- Provide a safe and friendly living and studying environment.
- Ensure the student is supervised and not left in the home alone at any time if under 14 years of age, in accordance with New Zealand law.
- Provide day to day care including 3 meals a day, own bedding, study desk and chair, adequate bedroom furniture to store clothes, books, etc., lamp and adequate lighting, adequate heating, transport arrangements to and from school, bathing/showering/bathroom access, laundry.
- Provide a Wi-Fi connection.
- Treat the student with respect.
- Make the student feel comfortable and part of the family.
- Notify the school if there are any changes or additions to the household.
- Notify the school immediately if there are any problems with the student. e.g medical condition, misconduct.
- Notify the school immediately if the student seems very homesick or depressed.
- Look after the student in their home to the best of their ability.
- Notify the International Student Manager if they are planning to go on overnight trips with the student within New Zealand or overseas, so a risk assessment can be carried out to ensure the student will be safe while away.

Host Families are not be expected to:

- Pay for toll or mobile phone calls. Cook special food.
- Insure the student's possessions or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.