

#1 N.A.G FIVE: - Health and Safety

Accommodation Policy for International Fee Paying Students

Rationale

St. Thomas's School (the 'school') undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students.

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential carer 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 work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

Provision of Accommodation

St. Thomas's School will not arrange accommodation for international students.

Use of Accommodation Agents

St. Thomas's School will make use of Accommodation Agents to monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.

Administrative Requirements and Understandings

General

1. All accommodation queries and issues will be dealt with initially by the designated person for accommodation. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the appropriate pastoral care person.
2. For each student, the full name, current address, contact phone number, occupation and relationship to student of the residential caregiver will be held.
3. Any serious concerns relating to accommodation will be reported to the Code Administrator.

Students not living with a parent

1. For all International students under 18 years and not living with a parent, accommodation must have:
 - a) An on-site assessment to determine that living conditions are of an acceptable standard.

- b) An assessment to determine that the accommodation type is not a boarding establishment, if the student is in a homestay or has a designated caregiver.
 - c) An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed at least quarterly to ensure that their accommodation is suitable.
 3. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
 4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay, boarding establishment or designated caregiver accommodation used by a student.
 5. St. Thomas's School Accommodation Agents will be asked to conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

Designated Caregivers

1. 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. Thomas's School approving the accommodation.
2. On or before enrolment, St. Thomas's School personnel will meet and establish communication with the designated caregiver.
3. The relationship between the designated caregiver and student's parents will be checked to confirm that they are a bona fide relative or parent's friend.

Divisions of Responsibility

St. Thomas's School will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Monitoring the activities of any Accommodation Agents at least once a quarter.
- Monitoring and approving all accommodation.
- 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 as outlined in the contract between St Thomas's School and the Accommodation Agent.

1. The agent will not assign this agency agreement or delegate the agency to any other person.
2. The agent has an obligation to advise the school of the accommodation arrangements for the student.
3. The agent will provide a term written report to the Board of Trustees.
4. The agent will not make any statements or representations on behalf of or in relation to the school except as expressly authorised by the school.

Caregivers

St. Thomas's School will expect all residential caregivers to:

1. Provide a safe and friendly living and studying environment.
2. Provide day to day care including:
 - a. 3 meals a day and access to snacks
 - b. own room
 - c. bed and bedding
 - d. study desk and chair
 - e. adequate bedroom furniture to store clothes, books etc.
 - f. lamp and adequate lighting
 - g. adequate heating
 - h. transport arrangements to and from school
 - i. bathing/showering/bathroom access
 - j. laundry
3. Treat the student with respect.
4. Make the student feel comfortable and part of the family.
5. Notify the school if there are any changes or additions to the household.
6. Notify the school immediately if there are any problems with the student. e.g. medical condition, misconduct.
7. Notify the school immediately if the student seems very homesick or depressed.
8. Look after the student in their home to the best of their ability.

Host Families will not be expected to:

1. Provide an internet connection for the student.
2. Pay for toll or mobile phone calls.
3. Cook special food.
4. Insure the student's goods or pay for property the student damages or loses.
5. Offer accommodation to visiting friends or relatives.
6. Comply with unreasonable requests.

Ratified by Board

Signed GA Houliker

Date 16/3/23