

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

International Student Welfare and Safety

Rationale

Part 5 of the Code of Practice for the Pastoral Care of International Students ('the Code') requires the school to have processes in place to protect international student welfare and safety.

1. To ensure the wellbeing and safety of international students at all times, provide advocacy procedures to ensure students are made aware of their rights and to provide access to grievance procedures.

Guidelines

1. Deputy Principal, will be responsible for monitoring all international students for indicators of concern. He/she will ensure student undergoes an orientation process and will provide assistance to students facing difficulties adapting to the new cultural environment.
2. Deputy Principal, will provide advice on the following, as appropriate:
 - a. Road traffic safety including pedestrian and cycling safety
 - b. Addressing bullying, harassment and discrimination
3. Upon enrolment International Students will be informed that they can approach class teacher or the Deputy Principal if they have concerns about their class programme, accommodation or any other matter.
4. Deputy Principal will meet with every International Student not less than once each term to discuss any concerns.
5. All teaching staff (including those who do not have international students in their class but who may observe international students while on duty) will be briefed on this policy.
6. Indicators for concern could include:
 - a. Lowered performance in class
 - b. Unexplained absences
 - c. Social difficulties observed in class or in the playground
 - d. A change in behaviour
 - e. Withdrawal or isolation.
7. The school will ensure that students are living with, and continue to live with, a parents if they are under 10 years of age or in appropriate accommodation if they are aged 10 years and over and in Years 7 or 8.
8. The school will ensure the opportunity for regular communication between students and parents where students are not living with a parent.



ST THOMAS'S SCHOOL

9. The school will ensure that each student not living with a parent has access to first language support and professional counselling, preferably with first language support
10. The school will ensure that all staff in regular contact with International students undergoes cross cultural training
11. The school will monitor student attendance to ensure student welfare
 - a. If an international student enrolled at a school fails to attend that school, the Principal will follow the 'Rules for Student Enrolment Records' made under Section 77A of the Education Act 1989 ('the Act')
 - b. When standing down or suspending an international student from school, the school will comply with Section 18 of the Act and any rules made under Section 18AA of the Act.
12. Any person with a concern about an international student's well-being or safety should report this concern to Deputy Principal. The Deputy Principal must document all reported concerns.
13. If the school is concerned for the welfare and safety of an international student, the school may:
 - a. Bring the matter to the attention of the international student's parents.
 - b. Notify the international student's agent, and/or caregiver (as appropriate)
 - c. Follow the school procedures relating to pastoral welfare and safety.
 - d. Arrange for the international student to be interviewed by the designated person for pastoral care the Deputy Principal. The Deputy Principal may use a range of intervention strategies that could include:
 - i. Referral to a counsellor, with parental permission, including the use of an interpreter.
 - ii. Involving the international student in a peer support programme.
 - iii. A conference with parents and the agent.
 - iv. Any other measures deemed appropriate with regard to the student's individual circumstances.

Where the school is unable to resolve welfare and safety matters, outside agencies such as the New Zealand Police, Oranga Tamariki — Ministry for Children or Ministry of Education Attendance Services may be involved.

1. If a student ceases to attend school, the student's parents and agent, and the New Zealand Immigration Service, will be notified, and the procedures set out in the Ministry of Education's 'Rules for Student Enrolment Records' will be followed.

Ratified by Board

Signed Chaulker

Date 16/3/23