



Designated Caregiver Guidelines

WELLINGTON GIRLS' COLLEGE expects Designated Caregivers to:

- Be a 'bona fide' adult relative/close family friend of the student's family
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured
- Provide 3 meals a day
- Care for the student as you would your own family
- Provide a warm, comfortable room for the student, including study facilities
- Set reasonable rules and boundaries and discuss expectations of these with the student
- To ensure safety for students under the age of 14, they should not be left alone in the house without adult supervision
- Attend parent/teacher conferences/interviews when held
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student
- To inform the school in advance if the caregiver is going to be absent, so that alternative arrangements can be made
- Maintain regular contact with the parents about the student's educational progress and welfare.

The Designated Caregiver can expect *WELLINGTON GIRLS' COLLEGE* to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours
- Provide an ESOL programme for the student (if applicable)
- Provide additional learning support for students experiencing academic difficulties (if additional costs are involved, the parents may be asked to provide for this)
- Maintain regular contact with the designated caregiver on matters relating to the progress of the student
- Provide school newsletters and any other information sent to Parents of the student
- Provide access to the online Parent Portal
- Provide support and quick action in case of problems
- Provide an interpreter for liaison with the school (if applicable)
- Interview the student once a term.

Should there be a concern about the welfare of the student, Wellington Girls' College will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers and parents of the student. If necessary, the school may relocate the student to an approved Homestay. Wellington Girls' College may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.



The following is the section of the Code relating to residential caregivers.

Education (Pastoral Care of International Students) Code of Practice 2016

26 Process: accommodation

- (1) In relation to an international student under 18 years who is in the care of a residential caregiver, the signatory must—
 - (a) ensure that the student's accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements; and
 - (b) ensure that an appropriate safety check has been completed for a residential caregiver; and
 - (c) maintain effective communication with the student and his or her parent or legal guardian when accommodation issues arise, and must take responsibility for addressing those issues, including reporting them to relevant authorities and moving students to appropriate accommodation; and
 - (d) conduct sufficient student interviews and home visits to monitor and review the quality of residential care, taking into consideration the age of the student, the length of the stay, and other relevant factors; and
 - (e) ensure that the parent or legal guardian of the student has provided written agreement that the designated caregiver will be subject to the signatory's approval and that the signatory is not responsible for the student's care when the student is in the custody of the designated caregiver; and
 - (f) ensure that there is appropriate separation of international students from students of different ages in the accommodation; and
 - (g) ensure that the student is appropriately supervised in the accommodation.
- (2) In relation to an international student 18 years or over who lives in accommodation provided or arranged by a signatory, the signatory must—
 - (a) ensure that the student's accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements; and
 - (b) maintain effective communication with the student when accommodation issues arise, and must take responsibility for addressing those issues, including reporting them to relevant authorities.
- (3) In relation to an international student 18 years or over who arranges accommodation for himself or herself, the signatory must ensure that the student is directed to relevant advice and information that will enable the student to understand his or her rights and obligations as a tenant in New Zealand.
- (4) In this clause, **accommodation issues** includes issues of health and well-being arising from a student's accommodation or connected with it.