



Policy: International Students - Care Accommodation

Policy Statement

Jireh Christian School ("the School") is committed to providing a safe, nurturing, gospel-informed environment to all our students. We seek to provide international students with a place of learning where they can thrive.

This policy is aligned with the Education (the Pastoral Care of International Students) Code of Practice 2021. The School is a signatory to the Code and is therefore bound to adhere to the requirements of the Code's guidelines.

The Board delegates to the Principal the responsibility to ensure that these guidelines are adhered to.

Procedural Guidelines

1. The Principal will ensure that any international students under 10 years old live with a parent or legal guardian.
2. The Principal will not enrol an international student aged 10 - 17 years who does not live with a parent or legal guardian unless:
 - 2.1. the student is in a properly supervised group of learners whose educational instruction is not for more than 3 months; or
 - 2.2. the student is in the care of a residential caregiver.
3. The Principal will maintain up-to-date contact details for the student's parents/legal guardian and residential caregivers.
4. The Principal will seek to maintain effective communications with the parents/legal guardian and residential caregivers (if any) of students concerning their wellbeing and progress in study.
5. The Principal will ensure at least 1 staff member is designated to proactively monitor and address any concerns about international school learners under 18 years.
6. If the student is in the care of a residential caregiver, the Principal will:
 - 6.1. ensure that a plan is in place for the transfer of care of the student from the residential caregiver to the learner's parent or legal guardian, or another person approved by the parent or legal guardian, for each transfer that occurs during the period of enrolment and the transfer that occurs at the end of enrolment; and
 - 6.2. ensure that the parent or legal guardian is notified of each transfer plan.

Accommodation

1. If an international student is in the care of a residential caregiver, the Principal will –
 - 1.1. ensure that the student's accommodation is safe, is in an acceptable condition, and meets all regulatory and legislative requirements.
 - 1.2. ensure that the **safety check** referred to below is completed and is up to date.
 - 1.3. have a written agreement with the residential caregiver that specifies the role and responsibilities of each party in relation to the care of the learner.
 - 1.4. maintain effective communication with the learner and the learner's parent or legal guardian when accommodation issues arise (including issues of health and wellbeing arising from or connected to the accommodation) and must take responsibility for addressing those issues, including reporting them to relevant authorities and moving learners to appropriate accommodation.



- 1.5. conduct sufficient learner interviews and home visits to monitor and review the quality of residential care, taking into consideration the age of the learner, the length of the stay, and other relevant factors.
- 1.6. if the learner's residential caregiver is a designated caregiver, ensure that the parent or legal guardian of the learner 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 learner's day-to-day care when the learner is in the custody of the designated caregiver; and
- 1.7. if the learner's residential caregiver is a supervisor ensure that the parent or legal guardian of the learner has provided written agreement that the signatory is not responsible for the learner's day-to-day care when the learner is in the custody of that supervisor; and
- 1.8. ensure that there is appropriate separation of international learners from others of different ages in the accommodation; and
- 1.9. ensure that the learner is appropriately supervised in the accommodation.

To avoid doubt, if the residential caregiver is a supervisor or a designated caregiver, the Principal must meet the requirements as above and ensure the safety, health, and wellbeing of the learner.

Safety checks and appropriate checks

1. The safety check for the residential caregiver must include –
 - 1.1. a confirmation of identity.
 - 1.2. a reference check that includes contacting at least 1 of the following person or bodies for the purpose of obtaining information that the signatory considers relevant to a risk assessment –
 - 1.2.1. the residential caregiver's current or previous employer, professional body, or registration authority.
 - 1.2.2. the licensing authority that is relevant to the residential caregiver's business or professional activities.
 - 1.2.3. a person who is not related to the residential caregiver.
 - 1.3. a police vet, to obtain information that is relevant to a risk assessment.
 - 1.4. an interview with the residential caregiver, to obtain information that the Principal considers relevant to a risk assessment.
 - 1.5. a risk assessment that takes into account all of the information obtained to determine whether the residential caregiver poses a risk to the safety of the learner.
2. The safety check referred to above is not required for a residential caregiver who is not a resident of New Zealand and is travelling with and supervising the international student.
3. An appropriate check is **up to date** if it is completed within 3 years after the date of the latest check.
4. The Principal must:
 - 4.1. respond fairly and effectively to instances of inappropriate behaviour by, or impacting on, an international student.
 - 4.2. develop and maintain policies for managing inappropriate behaviour that are communicated to staff and learners and effectively implemented.
 - 4.3. advise international students on how to:
 - 4.3.1. report and address health and safety issues (for activities at and away from School);
 - 4.3.2. respond to an emergency (for activities at and away from Schools);
 - 4.3.3. access health and counselling services; and
 - 4.3.4. engage with relevant government agencies such as the New Zealand Police and the department responsible for administering the Oranga Tamariki Act 1989.
 - 4.4. have up-to-date contact details for each international school learner and their next of kin.
 - 4.5. ensure that at all times there is at least 1 staff member available to be contacted by an international student in an emergency.



In the event that an international student needs to be moved to other accommodation at short notice, the Principal/International Coordinator/s (or other designated person) will be responsible for managing all aspects of emergency accommodation.

In the event that an international student withdraws from the School, for whatever reason, the New Zealand Immigration Service will be notified immediately. If the student requires a transfer to a new accommodation situation during their stay, the parent or legal guardian must be notified in writing.

Legislative Compliance

Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021,
Part 5 (Subpart 6) Education and Training Act 2020

Review schedule: Annually

ADOPTED BY BOARD	
Date 20 th February 2023	Presiding Member A Coombridge

Reviewed Date	26 th March 2024	Presiding Member A Coombridge
	21 st October 2025	Presiding Member A Coombridge