

# GUIDELINES FOR DESIGNATED CAREGIVERS HOSTING AN INTERNATIONAL STUDENT



## General Guidelines for Designated Caregivers:

- A Designated Caregiver must be a family friend or relative.
- A Designated Caregiver Agreement must be signed by the parents and the caregivers.
- Prior to enrolment, a school staff member will make an appointment to visit your home in order to undertake an assessment interview as required of us under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code). These requirements also require both caregivers and any other home occupants 18 or over to complete a consent for police vetting.
- The school will maintain regular contact with families, and will visit your home once every 12 months, or more often as the school thinks necessary.

## The Designated Caregiver is expected to provide the student with:

- 3 meals a day plus snacks, including a packed lunch for school. They should eat the same food as the rest of the family. Please try to provide healthy food options.
- Regular washing and ironing of bedding and clothing.
- Their own bedroom (unless otherwise agreed with the school) inside your house (no sleepouts) and their own bed with bed linen. The bedroom needs storage, a desk with a chair for homework, lighting suitable for study and should be warm and comfortable. Some form of heating should be available especially in the cooler months.

## The Designated Caregiver is also expected to:

- Provide a supportive, nurturing and safe home environment to the student.
- Ensure that the student has the correct uniform and stationery for their first day of school.
- Ensure that the student can get to and from school safely. We request that a family member accompanies the student on the first few days even if they say they can go alone.
- Encourage that the student to have regular communication with their family. They should speak to them by phone or online platform (eg Wechat, Whatsapp etc) at least once a week and may also communicate via email/text etc.
- Be responsible for the student at all times including school holidays.
- Know where the student is, how they can be contacted and who they are spending time with at all times. If a student is staying at a friend's place overnight, you should obtain the natural parents' consent prior to the sleepover.
- Ensure that when your student is out, they are carrying phone numbers and addresses of both the school and the caregivers.
- Ensure that the student is not left alone in the house overnight for any reason. In New Zealand law, children under 14 cannot be left unsupervised.

- Ensure that no changes to the student's accommodation are made without the prior consent of the school. This includes temporary or short-term changes. Moving the student to different care without first obtaining the school's permission is a breach of the Designated Caregiver Agreement and may result in the student's enrolment being terminated.
- Where additional adults (18 or over) will be staying in the home, whether on a temporary or permanent basis, the school should be informed so that we can determine whether police vetting is necessary.
- Note that children in years 7-11 studying in NZ on student visas may not work, and this includes working without payment. Please do not ask or allow your student to help out in family businesses or undertake paper rounds or other jobs. If we discover students are breaching their visa conditions, we are obligated to report this to Immigration New Zealand.
- Try to help your student with homework. It is our expectation that the Designated Caregiver will attend parent interviews at the school at the appropriate times.
- Set reasonable rules and boundaries for the student, just as you would for your own child, including age-appropriate curfews.
- Discuss your expectations with the student.
- Inform the school as soon as possible if the student is absent from school for any reason, via the main school phone no: (09) 486-1132 or by emailing: [absences@carmel.school.nz](mailto:absences@carmel.school.nz)
- Contact the school immediately on our emergency number in the event that your student is admitted to hospital, is injured or seriously ill.

#### School Contact Details:

School staff are available to discuss any problems that may arise. Please contact us if you have any concerns over the student's physical or emotional wellbeing or their life at school.

We hope you have found this information helpful and we look forward to being in contact with you.

The International Team  
Carmel College

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