



middleton grange school

Christchurch New Zealand



## ACCOMMODATION POLICY FOR INTERNATIONAL PUPILS

Middleton Grange School (the School) undertakes to comply with the accommodation provisions set out in Outcome 6, point 26– Process: Accommodation and 26A - Process: safety checks and appropriate checks, in the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code). The categories of accommodation that will be accepted by the school are:

- i. Living with a parent
- ii. Living with a designated caregiver
- iii. Living with another type of residential caregiver

### POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the Residential Caregiver in the welfare of a pupil away from the pupil's family and home country.
3. To assist the pupil to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that pupils are well cared for and happy in New Zealand.

### The Following Documents Underpin this Policy:

1. The Education (Pastoral Care of International Students) Code of Practice 2016
2. Agent contracts
3. Middleton Grange International College Guidelines for Residential Caregivers looking after International Pupils.
4. Designated Caregiver Indemnity Forms.
5. Residential Caregiver Application and Referee Reports
6. All documents related to the enrolment of international pupils
7. Police Vet authorisation forms
8. Residential Caregiver visit checklist

### Policy Statements

1. **Provision of Accommodation**
  - 1.1 The International College will arrange accommodation for international pupils.
2. **Use of Accommodation Agents**
  - 1.2 The International College will under special circumstances approve the use of Accommodation Agents to organise Residential Caregiver accommodation in compliance with the Code. These Residential Caregivers will be monitored for quality by the International College.
3. **Accommodation Concerns**
  - 3.1 All accommodation queries and issues will be dealt with by International College Administration staff with responsibility for pastoral care. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the International College Residential Caregiver Manager.
  - 3.2 For each pupil, the full name, current address, contact phone number, occupation and relationship to pupil of the Residential Caregiver will be held.
  - 3.3 Any serious concerns relating to accommodation will be relayed promptly to the Director or Assistant Director of the International College.
  - 3.4 No confidential information on either the Residential Caregiver or the pupil may be communicated to any other party unless authorised by the person related to the information, or unless the situation or information is life threatening or jeopardises the life of any person(s).
  - 3.5 All fire arms owned by the Residential Caregiver must be disclosed to the school and their safe storage accounted for and a full firearms licence provided to the school.
4. **Pupils not living with a parent**
  - 4.1 Monitoring the quality of accommodation for pupils not living with a parent
    - 4.1.1 Any accommodation to be used by international pupils not living with a parent will have full safety checks as stipulated in the Code, to include but not limited to:
      - An on-site assessment to determine that living conditions are of an acceptable standard according to the Code.
      - An assessment to determine that the accommodation type is not a boarding establishment or that the pupil is not living in an external dwelling.
      - An assessment of the Residential Caregiver suitability and whether they will provide a safe physical and emotional living environment, with appropriate supervision for the pupil.
      - An assessment that there will be appropriate separation of international pupils from others of different ages in the accommodation
    - 4.1.2 Each pupil will be consulted at least quarterly to ensure that their accommodation is suitable.
    - 4.1.3 All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
    - 4.1.4 Full safety checks as stipulated in the Code will be carried out and kept up to date on all residential caregivers including:

- confirmation of identity;
  - a reference check that includes contacting at least 1 of the following persons or bodies for the purpose of obtaining information that the signatory considers relevant to a risk assessment:
    - the residential caregiver's current or previous employer, professional body, or registration authority;
    - the licensing authority that is relevant to the residential caregiver's business or professional activities;
    - a person who is not related to the residential caregiver;
  - a police vet, to obtain information that is relevant to a risk assessment;
  - an interview with the residential caregiver, to obtain information that the signatory considers relevant to a risk assessment; and
  - a risk assessment that takes into account all of the information that was obtained under subparagraphs (i) to (iv), to determine whether the residential caregiver poses a risk to the safety of the pupil
- 4.1.5 Police vetting will be carried out on all adults aged 18 years and over living in a Residential Caregiver accommodation, or designated caregiver accommodation used by a pupil. Police vetting will be renewed every three years.
- 4.1.6 The International College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.
- 4.1.7 All international pupils attending Middleton Grange International College, regardless of age, are required to live in Code Compliant Residential Caregivers, unless living with a parent. Pupils over the age of 18 are therefore also required to live in a Code Compliant Residential Caregiver.
- 4.1.8 Any changes to the circumstances of the people offering the accommodation must immediately be reported to the school.
- 4.1.9 The International College will enter into a written agreement with each Residential Caregiver that specifies the role and responsibilities of each party in relation to the care of the pupil.

## 4.2 Residential Caregiver

- 4.2.1 Pupils in Residential Caregiver accommodation must make Residential Caregiver payments in advance of the accommodation period.
- 4.2.2 Pupils must not make their own private Residential Caregiver accommodation arrangements without the approval of the Director or Assistant Director.
- 4.2.3 Pupils staying in a Residential Caregiver accommodation are required to exhibit appropriate behaviour.
- 4.2.4 Where the pupil wishes to withdraw from a Residential Caregiver accommodation, at least two weeks' notice must be given in writing to the Administrator and Residential Caregiver.
- 4.2.5 Where a pupil's behaviour or demands are such that a Residential Caregiver cannot reasonably be expected to have the pupil continue in their care, the Residential Caregiver service may be discontinued. A two-week notice period is still required to the Administrator.
- 4.2.6 If a pupil is at risk because of a previously undisclosed or unknown health issue, a failed police vet or for any new issue that puts the pupil at risk, then the school reserves the right to remove the pupil without the two-week notice period.
- 4.2.7 If a pupil has approved leave from the Residential Caregiver accommodation during the school year, there will be no reduction in Residential Caregiver fees paid. During the summer holiday break, where a pupil leaves the Residential Caregiver and will return to the same Residential Caregiver for the following year, a reduced weekly fee will be paid to the Residential Caregiver.
- 4.2.8 If a pupil damages the property of the Residential Caregiver, the pupil must pay the cost for repairs to the extent that the damage is not covered by the Residential Caregiver's insurance policy.
- 4.2.9 If a member of the Residential Caregiver's family damages property belonging to the pupil, the Residential Caregiver must pay for the cost of repairs, to the extent that the damage is not covered by the pupil's insurance policy.
- 4.2.10 The International College does not accept responsibility for losses or damage to property or persons caused or suffered as a result of the home accommodation.
- 4.2.11 Advice and support infrastructure for Residential Caregivers will be provided by the International College.
- 4.2.12 If the Residential Caregiver is in a rental property, it is their responsibility to notify the landlord that they are providing accommodation for international pupil(s) enrolled at Middleton Grange School.
- 4.2.13 Residential Caregivers agree to notify the School prior to providing accommodation to any other pupil(s) from other institutions.
- 4.2.14 The Residential Caregiver will not operate their home as a rental accommodation e.g. AirBnB, for the duration that they are contracted to Middleton Grange School.

## 4.3 Designated Caregivers

- 4.3.1 Parents of each pupil living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend, that the parents have selected the accommodation for their child, subject to the International College approving the accommodation and the designated caregiver, and that International College is not responsible for the pupil's day-to-day care when the pupil is in the custody of the designated caregiver.
- 4.3.2 On or before enrolment, the International College will meet and establish communication with the designated caregiver.
- 4.3.3 Full safety checks will be carried out on the Designated Caregiver and family, in accordance with the Code.