



ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

No 615

Devon Intermediate School undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students 2021. The categories of accommodation acceptable to the school are:

- Living with a parent
- Living with a designated caregiver
- Living in an approved homestay

1. Policy Objectives

- a. To provide a suitable living environment conducive to study within a safe and supportive home life.
- b. To involve the carer in the welfare of the student while the student is away from their family and home country.
- c. To assist the student to successfully integrate into the New Zealand lifestyle.
- d. To be able to provide overseas parents' peace of mind, knowing their child is well cared for, safe and happy in New Zealand.

2. Provision of Accommodation

Devon Intermediate may arrange accommodation for International Students, if required.

3. Accommodation Agents

Devon Intermediate will not be using Accommodation Agents.

4. Administrative Requirements and Understandings

General

- Students under 18 will not be permitted to rent a room / flat / house / apartment or live on their own.
- All accommodation enquiries will initially be dealt with by the Principal or Associate Principal (International Students). Pastoral care, welfare or wellbeing issues or concerns arising from accommodation arrangements will be referred to the International Student coordinator.
- The full name, address, contact phone numbers, occupation, and relationship to the student of the residential caregiver will be held for each student.
- Any serious concerns relating to accommodation will be reported to the Code Administrator.

Students not living with a parent

For all students under the age of 18 and not living with a parent.

Any accommodation to be used by an international student will have:

- An on-site assessment to determine living standards are of an acceptable standard.
- If a homestay or designated caregiver, an assessment to determine the accommodation is not a boarding establishment.
- An assessment of the residential carers suitability and whether they will provide a physically, culturally, and emotionally safe environment.
- Each student will be interviewed quarterly to ensure that their accommodation is suitable.
- All accommodation residences will be visited at least twice yearly to ensure they remain suitable.
- Police vetting will be carried out on all adults aged 18 years and over and living in a homestay or designated caregiver accommodation used by a student. *(note - police vetting for designated caregivers is NOT optional)*
- Devon Intermediate School will conduct follow-up visits if there are reasonable grounds to suspect that accommodation has become unsuitable.

Homestay

- Students in the school homestay programme must make homestay payments in advance, at the beginning of each term
- Students may not make private homestay arrangements without the approval of the Associate Principal (International Students)
- Students in a homestay placement are required to behave appropriately at all times.
- Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student remain in their care, the homestay may be discontinued, and the student may be sent home.
- Where the homestay student wishes to withdraw from the programme, at least two weeks' notice must be given to the Principal.
- Advice and a support infrastructure for homestay carers will be provided by the International Student Coordinator.

Designated Caregivers

- Parents of students living with a designated caregiver are required to sign an indemnity form stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to Devon Intermediate approving the accommodation.
- On or prior to enrolment, Devon Intermediate will meet and establish communication with the designated caregiver.
- The relationship between the designated caregiver and the student's parents will be checked to confirm they are a bona fide relative or parents' friend.

Temporary Accommodation

- Ensure adequate supervision
- Assess suitability of the accommodation
- Monitoring and managing risks of safety of students
- Adults aged 18 and over Police vetted.

5. Allocation of Responsibilities

- Devon Intermediate School will be responsible for:
- Providing a 24 hour / 7 days of week emergency contact for problems with accommodation
- Selecting, monitoring, and approving all accommodation
- Providing a support infrastructure for homestay carers
- Recording the results of all accommodation assessments
- Recording the results of all quarterly student interviews
- Caregivers

Devon Intermediate will expect all residential caregivers to:

- Provide a safe and friendly living and studying environment.

Provide full day to day care including:

- Three meals a day, with access to snacks
- Own room
- Bed and bedding
- Study facilities including desk, chair and adequate lighting
- Adequate bedroom furniture and storage
- Adequate heating
- Transport arrangements to and from school
- Bathing / showering / bathroom access
- Laundry
- Treat the student with respect
- Make the student feel comfortable and part of the family
- Notify the school if there are any changes or additions to the household
- Notify the school immediately should there be any problems with the student – e.g. medical condition / social issues / misconduct.
- Notify the school immediately should the student seem to become very homesick or depressed
- Look after the student in their home to the best of their ability

Host Families will not be expected to:

- Provide an internet connection for the student
- Pay for toll or mobile phone calls
- Cook special food
- Insure the student's property, nor pay for any property the student damages or loses
- Offer accommodation to visiting friends or relatives
- Meet unreasonable requests

Ratified by Board: 7 August 2023

Next Review: August 2024
