

DESIGNATED CAREGIVER AGREEMENT

(Required when placing a student with a Designated Caregiver)

PLEASE COMPLETE THE DESIGNATED CAREGIVER AGREEMENT ONLY IF THE STUDENT WILL BE LIVING WITH A DESIGNATED CAREGIVER WHILE ENROLLED AT THE SCHOOL.

This is an agreement between the Parent/s, the Designated Caregiver/s and the School (the **Agreement**).

School name: Bethlehem College (the **School**)

Student's name: _____ (the **Student**)

Name of parent one: _____

Name of parent two: _____ (together the **Parents**, each a **Parent**)

Name of caregiver one:
(relative or close family friend) _____

Name of caregiver two: _____ (together the **Designated Caregivers**, each a **Designated Caregiver**)
(E.G., partner of relative or close family friend)

Address: _____
_____ (the **Residence**)

AGREEMENTS

- The Student and the Parents are parties to a Contract of Enrolment with the School. All definitions contained in that Contract of Enrolment are considered to form part of this Agreement so far as they are relevant.
- The Parents agree that the Designated Caregiver/s will provide residential care for the Student while enrolled as an international student at the School.
- The School has provided, and the Designated Caregiver/s have read and understood, the sections of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the **Code**) relevant to residential caregivers and the School's Information for Designated Caregivers and agree to act as Designated Caregiver/s to the Student according to these requirements.
- For the avoidance of doubt, the Designated Caregiver/s agree that the accommodation provided is caring, safe, positive, is a healthy environment, and supports the Student to achieve their academic goals.
- The School agrees that all information regarding the Designated Caregiver/s relating to the Agreement will be kept confidential, except disclosure to the Student or their parents, to any professional consultant or such person where it is in the interests of the Student to provide the information or according to any statutory or other legal duty.
- Approval is required from the School before the Student is placed with the Designated Caregiver/s.
- The Designated Caregiver/s agree that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and School policies.
- Failure by the Designated Caregiver/s to provide the residential care required by the School and the Code may result in the School's approval of the Designated Caregiver/s being withdrawn.
- The Designated Caregiver/s agree to support the Student to abide by all rules and expectations set by the School.
- In the event the School withdraws its approval of the Designated Caregiver/s, the Agreement is terminated, and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parents.
- The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver/s and this may include regular visits to the Designated Caregiver/s and meetings with both the Student and the Designated Caregiver/s.
- The Designated Caregiver/s will provide the School with fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults living at the Residence. For the avoidance of doubt, an adult is a person 18 years of age or older.
- The Parent/s agree that the School is not responsible for the Student's day-to-day care while in the care of the Designated Caregiver/s.
- The Student will treat the accommodation provided by the Designated Caregiver/s ("Accommodation") with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.
- The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School policies.
- This Agreement may be signed in one or more counterparts, each of which when so signed and all of which together shall constitute one and the same Agreement. Delivery of signed counterparts may be delivered by email.

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 Designated Caregivers (both parents if applicable).
- 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 laundering 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.
- Support in transportation to and from school and other activities either through personally driving the student, or assisting with making other arrangements.

The Designated Caregiver is also expected to:

- Provide a supportive, nurturing and safe home environment to the student.
- 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 the student to have regular communication with their family. They should speak to them by phone or online platform (e.g. 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 wishes to stay at a friend's home overnight, we require a Permission to travel form to be completed so the natural parents' consent prior to the sleepover is received.
- Ensure that when your student is out, they are carrying phone numbers and addresses of both the school (emergency phone) 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 1-11 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 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. You can either email absences@beth.school.nz or ring the school on 07 579 1827, and select the option for absences.
- Contact the school immediately on our 24/7 Emergency number 027 420 7331 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.

Contact Person:

Karlee Rippey

Telephone during office hours: 07 579 1886

Email: karlee.rippy@beth.school.nz

School Emergency Number: 027 420 7331