

Accommodation Policy and Procedures for International Learners

1. Purpose

Lytton Street School is committed to ensuring all international learners have safe, suitable, and supportive accommodation arrangements that promote wellbeing, learning success, and positive integration into New Zealand life.

This policy outlines Lytton Street School procedures for the approval, monitoring, and management of accommodation for international learners in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

2. Policy Rationale

Lytton Street School undertakes to comply fully with the accommodation provisions of the Code. The school recognises that appropriate accommodation is essential to student safety, wellbeing, and educational achievement.

3. Policy Objectives

Lytton Street School aims to:

1. Provide a safe, suitable, and supportive living environment that supports learning and wellbeing.
 2. Ensure residential caregivers actively contribute to student welfare and pastoral care.
 3. Support students to successfully integrate into New Zealand school and community life.
 4. Ensure all international learners are appropriately cared for, monitored, and supported at all times.
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4. Approved Accommodation Categories

Lytton Street School will only approve accommodation arrangements that meet Code requirements and school expectations.

4.1 Approved Accommodation Types

The following accommodation types may be approved:

- Living with a parent or legal guardian
- Designated caregiver arrangement
- Approved homestay placement

4.2 Age Requirements

- International students under 10 years of age must live with a parent or legal guardian.
 - International students aged 10 years and over may live with a parent or legal guardian; a school approved homestay residential caregiver or a school approved designated caregiver.
 - All accommodation arrangements must be approved by Lytton Street School prior to enrolment confirmation.
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5. Roles and Responsibilities

5.1 Director of International Students (DIS)

The Director of International Students is responsible for:

- Ensuring the safety of student accommodation including that all residential caregiver accommodation is checked as to its suitability against regulatory and legislative requirements.
 - Approving all accommodation arrangements prior to student enrolment.
 - Ensuring student accommodation meets compliance with the Code.
 - Conducting or delegating residential caregiver safety check assessments prior to approval.
 - Maintaining residential caregiver agreements and records.
 - Monitoring student wellbeing and accommodation suitability during student placements.
 - Carrying out student evaluations to assess suitability of homestay placements.
 - Undertaking the annual policy review as part of the self review for the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
 - Report any areas of concern regarding health and safety and Code non-compliance to the Principal.
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5.2 Principal

The Principal is responsible for:

- Overall oversight of international student welfare systems.
 - Ensuring compliance with NZQA and Code requirements.
 - Receiving reports on accommodation monitoring and acting on any concerns.
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5.3 Board of Trustees

The Board of Trustees is responsible for:

- Governance oversight of accommodation policy and compliance
 - Ensuring systems are in place to meet Code obligations
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5.4 Residential Caregivers (Homestay / Designated Care)

Residential caregivers are responsible for:

- Providing a safe, supportive, and appropriate home environment.
 - Supporting student wellbeing, routines, and cultural adjustment.
 - Being responsible for the day-to-day care of their student.
 - Communicating promptly with Lytton Street School regarding concerns or incidents.
 - Meeting all requirements outlined in signed agreements.
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6. Accommodation Approval Procedure

Step 1: Application and Proposal

Accommodation details for the student are submitted as part of the enrolment process. The accommodation options are:

- A. Living with a parent or legal guardian (all international students under 10 years); or
- B. Living with a school approved homestay residential caregiver (international students over 10 years only); or

- C. Living with a school approved designated caregiver (international students over 10 years only).

Step 2: Safety Check and Assessment

Students under 10 years living with a parent/legal guardian

- On enrolment of a student under 10, Lytton Street School will establish that the child will live with a parent or legal guardian while studying at the school.
- At the time of enrolment the Director of International Students will establish the bona fide/s of the accompanying parent/legal guardian. This will be accomplished by checking the child's birth certificate and the parent's passport, or by sighting the court documents appointing the person a legal guardian, or by sighting other legally certified official documentation supplied by the family.
- Upon arrival, the Director of International Students will meet with the accompanying parent/legal guardian and explain the school's Code responsibility to ensure that the child remains in the parent's/legal guardian's care at all times during the period of enrolment. The parent/legal guardian will be informed that they may not leave town overnight without the child and leave their child in the care of any other person.
- The parent/legal guardian must provide proof of address before or on the first day of school.
- The Director of International Students will ask the parent/legal guardian to report to the school reception once a week on a specific day to sign a register kept for this purpose in the reception area.
- This register will provide the school with assurance that the parent/legal guardian remains in New Zealand and will provide evidence of the school's compliance for the purpose of self-review and attestation.
- The Office Executive will be responsible for monitoring the register and looking out for the parent/legal guardian on the appointed day, providing further, visual, evidence of their presence in New Zealand. If the Office Executive notices that the parent/legal guardian has failed to appear, s/he will report this immediately to the Director of International Students.

Residential caregiver accommodation - Homestay and Designated Caregiver Accommodation

All proposed residential caregiver accommodation must undergo a Lytton Street School safety check assessment compliant with Clause 77(1)(a)(i)-(b) of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 which includes:

- confirmation of identity; and
- carrying out two reference checks, one of which must be:

- a 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; and
- a police vet of all adults over the age of 18 years in the household; and
- an on-site to verify that the accommodation is not an unapproved boarding establishment and to meet and interview the residential caregiver and view the home.

Step 3: Approval Decision

The Director of International Students will:

- Undertake a risk assessment that takes into account all the information provided from the safety check above to confirm the residential caregiver's suitability.
- Approve or decline the accommodation based on assessment outcomes.
- Record decision and rationale.
- Notify the residential caregiver of the decision.

Step 4: Agreements

Approved arrangements require signed documentation:

- Lytton Street School Designated Caregiver Indemnity Agreement
- Homestay Carer Agreement
- International Student Application Form and Contract of Enrolment Student - Primary

Designated Caregiver Arrangements

Where students live with a designated caregiver:

- Parents will complete the Designated Caregiver Indemnity Agreement.
- The designated caregiver must undergo Lytton Street School's safety check and risk assessment to meet all Code requirements
- Lytton Street School will maintain regular contact and monitor the student and designated caregiver while the student is living with the designated caregiver
- Any changes in circumstances must be reported immediately

Homestay Accommodation

Where students are placed in homestay:

- Lytton Street School will enter into a Homestay Carer Agreement with hosts.
 - Homestay placements will be regularly monitored.
 - Homestay fees will be managed by Lytton Street School and paid to hosts in scheduled payments.
 - Any remaining funds will be refunded according to Lytton Street School refund policy
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7. Monitoring and Review Procedures

Lytton Street School will ensure ongoing monitoring of all accommodation arrangements through:

- Regular scheduled visits to accommodation
- Student wellbeing check-ins and interviews
- Communication with caregivers and families
- Review of any concerns or incidents

Monitoring ensures ongoing compliance with the Code and student wellbeing standards.

8. Communication Procedures

Lytton Street School will maintain clear and regular communication with:

- Students
- Parents/Legal guardians
- Residential caregivers
- Education agents (where applicable)

Communication methods include:

- Email and phone contact
- Scheduled meetings or virtual check-ins
- Written updates regarding student wellbeing or concerns

Urgent concerns will be communicated immediately.

9. Safety Checking Procedures

Lytton Street School will ensure all residential caregivers and relevant adults are safety checked prior to student placement.

This includes:

- confirmation of identity; and
- carrying out two reference checks, one of which must be:
 - a 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; and
- a police vet of all adults over the age of 18 years in the household; and
- an on-site to verify that the accommodation is not an unapproved boarding establishment and to meet and interview the residential caregiver and view the home.

No student will be placed in accommodation that has not met safety requirements.

10. Monitoring and Review of Residential Caregivers

Lytton Street School will carry out home visits to homestay and designated caregiver accommodation once each term to monitor and review student accommodation.

Students will be met with informally on a daily / weekly basis during the term and formally once per term to ensure that the student is experiencing no welfare issues in their residential caregiver accommodation. If any issues arise then they will be assessed and dealt with immediately.

11. Temporary Accommodation

Where temporary accommodation is required (e.g. arrival, transition, or emergency situations), Lytton Street School will ensure:

- Suitability based on age, gender, and needs
- Appropriate adult supervision at all times
- Provision of meals, laundry, and pastoral care

- Safety checks of supervising adults
 - Active monitoring of student wellbeing and risk
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12. Resolving Accommodation Concerns

Where issues arise, Lytton Street School will:

- Investigate concerns promptly
 - Liaise with students, caregivers, families, and agents
 - Provide support and mediation where appropriate
 - Arrange alternative accommodation if required to ensure student safety and wellbeing
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13. Review and Continuous Improvement

This policy will be reviewed annually as part of Lytton Street School self-review processes.

Review inputs include:

- Student feedback
- Caregiver feedback
- Incident and monitoring reports
- NZQA Code updates
- SIEBA guidance updates

Findings will be documented and used to improve practice.

14. Reporting

The Director of International Students will report directly to the Principal on:

- Accommodation compliance and monitoring outcomes
- Student wellbeing issues related to accommodation
- Policy implementation effectiveness

This information contributes to the annual NZQA Code attestation process.

15. Board Approval

Approved by: Lytton Street School Board of Trustees

Approval Date: _____

16. Review

Last Review Date: _____

Next Review Date: _____