



## Designated Caregiver Agreement

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

**Instructions:** Please complete the designated caregiver agreement only if the student will be living with a designated caregiver while enrolled at 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** (*eg partner of above*):

\_\_\_\_\_

(together the **Designated Caregivers**, each a **Designated Caregiver**)

**Address:** \_\_\_\_\_

\_\_\_\_\_ (the **Residence**)

**Email Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

### AGREEMENTS

1. 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.
2. The Parents agree that the Designated Caregiver/s will provide residential care for the Student while enrolled as an international student at the School.
3. 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.
4. 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.
5. 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.

6. Approval is required from the School before the Student is placed with the Designated Caregiver/s.
7. 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.
8. 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.
9. The Designated Caregiver/s agree to support the Student to abide by all rules and expectations set by the School.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School policies.
16. 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 or facsimile transmission.

## SIGNING

By signing this agreement the Student, the Parent/s and the Designated Caregiver/s declare that the Designated Caregiver/s are eligible to be a Designated Caregiver under the Code (being someone who is personally known to the Student and/or Parent(s) as a relative or close friend and meets the other requirements of the Act and the Code).

## PARENT/S:

By signing below, the Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects: (please initial each page)

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DESIGNATED CAREGIVERS:

By signing below, the Designated Caregivers confirm they have read the Agreement and agrees to be bound by it in all respects:

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOOL:

By signing below, the authorized signatory of the School confirms that they are authorized to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

# 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 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 years of age or over to complete a consent for police vetting, and for you to provide us with at least one written reference for each caregiver.
- The school will maintain regular contact with families, and will visit your home once every six months, or more often as the school thinks necessary.

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

- Three 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 of bedding and clothing (and ironing where necessary)
- 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 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 has 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 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.
- 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 years 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.
- Students studying in New Zealand 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 other jobs. If we discover students are breaching their visa conditions, we are obligated to report this to Immigration New Zealand.
- Where Immigration NZ has granted permission for a student to work (in Years 12 and 13 only!), this can be found in the students' latest VISA Document, issued by Immigration NZ
- 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 your student.
- Inform the school as soon as possible if the student is absent from school for any reason – 09 837 9807 or email: [absentees@liston.school.nz](mailto:absentees@liston.school.nz)
- Contact the school immediately on our emergency number (**+64 27502799 – Tanya Corrigan**) in the event that your student is admitted to hospital, is injured or seriously ill.