

Policy: Approving a Designated Caregiver

Background

The following information offers guidance when developing or reviewing a policy for approving a designated caregiver. Designated caregivers are an important part of the accommodation framework for international students enabling students 10 years and over to live with a relative or close family friend while enrolled at a New Zealand school.

Purpose

The purpose of this policy is to ensure a clear and consistent process for approving designated caregivers for students enrolled at the school and to ensure that the school meets the requirements of the Code relating to designated caregivers and student accommodation.

Designated Caregiver Agreement

The school will ensure that a designated caregiver agreement is in place for all accommodation for international students provided by designated caregivers. The designated caregiver agreement will be signed by the school, the student's parents, and the designated caregiver. The designated caregiver agreement will clearly set out the school's requirements for designated caregivers.

Identification

Designated caregivers are required to either be a relative of the student or close friend of the student's family. The school will take the necessary steps to be satisfied that a prospective designated caregiver is a bone fide relative or close friend of the student's family. In addition to the safety check requirements set out in 77(1) of the Code, the school may:

- Require the student's parents or legal guardians to provide the school with a description of their relationship to the prospective designated caregiver
- Require the student's parents or legal guardians to disclose to the school any payments made to the prospective designated caregiver for serving as a residential caregiver for a student
- Require the student's parents or legal guardians to disclose to the school the nature of any relationship that may exist between the designated caregiver and any person acting as an agent to the students' parents or legal guardian or the school
- Interview a student to ascertain whether the prospective designated caregiver is known to them

Approval

A designated caregiver must be approved by the school. The school will approve a designated caregiver only after being satisfied that the proposed caregiver is a bone fide designated caregiver and that providing the accommodation does not create a conflict of interest that may present risk to the student, and after a risk assessment has been completed as required by the Code.

Monitoring

The school will monitor the quality of day-to-day care provided to a student by a designated caregiver. Where the quality of care does not meet the requirements of the designated caregiver agreement, the school will act according to that agreement.

Policy Written	23 April 2025 N Jacobsen
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