

## 1.7 International Homestay Policy

**Approved by:** Board of Trustees  
**Contact:** Asst. Principal (International)  
**Group:** Leadership Team

**Date effective:** June 2018  
**Review date:** June 2021  
**Reviewed by:** International Director Hmsty C

### POLICY STATEMENT

It is a requirement of attendance at Nelson College that all International students who are not in boarding must live with a homestay family that has been organized by the Homestay Co-ordinator at Nelson College. A student cannot arrange a homestay outside this framework, without specific agreement from Nelson College.

### RATIONALE

Nelson College aims to create a safe, caring family orientated environment for homestay students and believes that this is best achieved by accommodation arranged for International students by the Homestay Co-ordinator. The Homestay Co-ordinator is employed by Nelson College to carry out and fulfill a range of roles concerned with the safety and pastoral care of students.

### GUIDELINES

- The Homestay Co-ordinator plays a crucial role in the assessment of the homestay carers suitability to provide suitable accommodation that has the appropriate physical and emotional support and guidance required for international students needs. (This is in accordance with 26.1a, 26.2a, 26.1i, 26.1f and 26.1g of the Code of Practice.)
- The Homestay Co-ordinator must ensure all homestay carers over the age of 18 will be Police vetted (26.1b of the Code of Practice).
- The Homestay Co-ordinator will carry out ongoing support, contact and monitoring of homestay families. This must include a visit to each student's home at least once per term. (26.1d & 26.2a of the Code of Practice.)
- The Homestay Co-ordinator must communicate concerns based on 35.1, 35.2 & 26.2b of the Code of Practice to the Director of International Students who will ensure the appropriate steps and action is taken.
- The Homestay Co-ordinator will supply homestay parents with a set of written guidelines for catering for the social, emotional and physical well-being and care of their student. Homestay parents should also be made aware of the support available for them if advice, information or guidance is needed to fulfill their role.

### Related Information

A full profile of each homestay family must be recorded and filed by the Homestay Co-ordinator which includes:

- Full names of all residents
- Residential address and contact phone/fax/e-mail addresses
- Occupation(s)
- Other information deemed suitable (interests, hobbies, description of home, distance from school etc.)

All information pertaining to the caregivers must be available to the Director of International Students to pass on to the student's family/agent to keep them fully informed about arrangements for student care.

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