

## **Policy: International Fee Paying Students**

### **Homestay Caregivers – Police Vetting**

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#### **Policy Statement**

Manurewa High School Board of Trustees recognises its responsibility to ensure the safety and wellbeing of its international students. A condition of being a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 requires the school to conduct a police vet of homestay carers over the age of 18.

#### **The purposes of the police vet are:**

- (i) To comply with relevant legislation.
- (ii) To assist in the selection of good quality carers for international students.
- (iii) To reduce the chance of students being exposed to unacceptable risk by homestay caregivers.

#### **Procedural Guidelines**

- Any person over the age of 18 who lives in a household that wishes to be considered as a homestay for international students must undergo a police vet.
- Strict confidentiality will be observed in the police vetting process.
- The Director of International Students will provide the necessary documentation for the police vet prior to any family being accepted as homestay carers.
- The Director of International Students is advised of the outcome of the completed police vet.
- The Director of International Students will inform the Deputy Principal of the status of the police vet and, if necessary, discussion will take place to ascertain whether or not a family will be accepted as homestay carers.
- The Business Manager will ensure that accurate records are maintained on police vets carried out – including results, dates, and any actions taken.
- Satisfactory police vet records will be recorded and the original either handed to the applicant as soon as possible after they have been received, or deleted.
- Negative police vets – those that indicate criminal offending by the applicant and/or resident/s in the applicant's home - will be referred back to the applicant for possible explanation. The decision to allow the homestay application to proceed will depend upon the nature of the offending, when the offending took place and the likelihood of further offending. The school will comply with Education (Pastoral Care of International Students) Code of Practice 2016 when making a decision as a result of the negative police vet. The negative police vet will be deleted or handed to the applicant; if requested.

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- The Director of International Students will ensure the appropriate police vet paperwork is completed for home stay hosts, along with two forms of photo identification.
- Currently there is no fee payable for the police vetting process of potential homestay carers.
- In the future police vetting Charges included administration fee.

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	<b>21 August 2002</b>	Chairperson	<b>M J Bailey</b>

<b>REVIEWED</b>	Date <b>17 September 2003</b>	Chairperson	<b>M J Bailey</b>
<b>REVIEWED</b>	Date <b>25 May 2005</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date <b>26 November 2008</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date <b>31 October 2011</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date <b>29 April 2013</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date <b>1 May 2017</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date .....	Chairperson	.....