



## ***Homestay and Residential Caregiver Records***

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***Ruawai College will keep accurate and up-to-date records for each homestay and residential caregiver to ensure international students are placed in safe, suitable, and properly monitored accommodation.***

### **Records should include:**

#### **1. Caregiver Details**

Full name  
Date of birth  
Address  
Phone number  
Email address  
Relationship to student, if applicable  
Preferred contact method  
Emergency contact details

#### **2. Household Details**

Names of all people living in the home  
Ages of household members  
Relationship of household members to caregiver  
Any regular visitors or adults who stay overnight

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Pets in the home  
Smoking or vaping status of household  
Transport arrangements  
Distance from school

#### **4. Student Placement Details**

Student name  
Start date of placement  
End date of placement, if applicable  
Room allocated to student  
Living arrangements  
Transport arrangements  
Any special conditions or agreements

#### **5. Safety Checks**

Police vetting records for required household members  
Date police vet completed  
Outcome of police vet  
Identity verification  
Reference checks  
Interview notes  
Risk assessment, if required  
Approval status  
Date approved

#### **6. Homestay Assessment**

Initial home visit date  
Name of staff member who completed the visit  
Home visit checklist  
Confirmation the student has a suitable bedroom  
Confirmation of suitable bathroom, laundry, study, heating, food, internet, and living arrangements  
Any concerns identified  
Actions required  
Date approved for student placement

#### **7. Caregiver Agreement**

Signed homestay or residential caregiver agreement  
Code of conduct or caregiver expectations  
Emergency procedures provided

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School contact details provided  
Student wellbeing and supervision expectations provided  
Privacy expectations provided  
Transport expectations provided  
Notification requirements for changes in household circumstances

## **8. Ongoing Monitoring**

Dates of follow-up visits or check-ins  
Student feedback  
Caregiver feedback  
Staff member completing check-in  
Concerns raised  
Actions taken  
Follow-up dates  
Outcome of follow-up  
Annual review date

## **9. Communication Records**

Emails  
Phone call notes  
Meeting notes  
Emergency contact records  
Parent or legal guardian communication, where relevant  
Agent communication, where relevant  
Incident or concern records

## **10. Medical, Dietary, Cultural, or Religious Needs**

Student dietary requirements  
Medical needs relevant to care  
Cultural or religious considerations  
Language support needs  
Any agreed support arrangements

## **11. Emergency and Backup Arrangements**

Backup caregiver details  
Emergency accommodation arrangements  
After-hours contact details  
Plan if caregiver is unavailable  
Plan for transfer of care, if required



## **12. Record Storage**

Records will be stored securely in the student's international file or approved school system.

Access will be limited to staff who need the information to support student safety, wellbeing, accommodation, and Code compliance.

## **13. Review**

Homestay and residential caregiver records will be reviewed:

- before a student is placed
- when a student changes accommodation
- when household circumstances change
- following any concern or incident
- at least annually
- when required by the school or Code obligations