



# Code of Practice for the Pastoral Care of International Students

Refer to the Ministry of Education for details of this code of practice

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them. Exchange programme organisations are not eligible to be signatories to the Code of Practice. However, to ensure that exchange students who come into New Zealand on approved exchange schemes receive the standard of pastoral care as required by the Code, it is a condition that New Zealand Government approved exchange programme organisations meet the pastoral care standards of the Code of Practice.

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

## What is pastoral care?

The term “pastoral care” encompasses all aspects of safety and well being, and in the context of the Code, includes:

- Recognising that international students are in a new cultural environment, and working to make this new environment accessible for students
- Acknowledging that international students are in New Zealand as a result of enrolment by New Zealand education providers, and that identifying and addressing the needs of students is an integral part of having students enrolled
- Assisting international students to learn to participate in New Zealand culture by helping them to develop the interdependent relationships and networks that will give them a sense of meaningful participation in New Zealand life
- Supporting international students to achieve their goals
- Developing best practice within the export education industry.

Police vetting of volunteers in school environment or activities is at the discretion of the school. It is recommended that the Rotarian Counsellor on behalf of the hosting Rotary club proactively discuss this with the school to identify people who may be in a position of one to one interaction with a student and consider police [vetting](#)

# Agreement With Exchange Programme Organisation

[*insert name of school*].....(The School) as a signatory to the **Code of Practice for the Pastoral Care of International Students** has the overall responsibility for ensuring that international students are well informed, safe and properly cared for, and agrees to:

- accept exchange students from the following Government Approved Exchange Programme Organisation (EPO) as enrolled students during their exchange period;
- enrol the exchange students according to the same enrolment regulations as for domestic students.
- Interview the student about their accommodation quarterly
- Provide written reports on the progress of the student either
  - Directly to the natural parents, or
  - To the exchange programme organization (delete one)

[*Insert name of Rotary Club Inc.*] (The EPO) agrees to:

- take responsibility for the selection and monitoring of accommodation for their exchange students in accordance with the Code and for monitoring the students outside school hours;
- ensure inspections that are recorded in a form that can be made available to the school in the event of an emergency or if requested by the school in the event of a student complaint or concern
- take responsibility for monitoring the student outside school hours
- take responsibility for all other arrangements, i.e.. medical and travel insurance, travel arrangements, immigration requirements and compliance as set out in Part 5 and Part 6 of the Code;
- be the primary contact with the overseas EPO partner office and the natural parents regarding academic progress or concerns.

As a partnership both parties will undertake to:

- accept exchange students on the provision that they keep to the Rules and Regulations of their EPO and the Code of Behaviour of The School;
- each nominate a contact person who, together, will develop a regular communication plan to deal with any welfare or other concerns that may arise, including a process for dealing with emergency issues, and to review the plan annually;
- annually review the existing arrangements to ensure ongoing compliance with the Code .

Signed on behalf of .....[Insert name of school]

Print:

.....  
Name Designation Date

Signed on behalf of .....[Insert name of Rotary Club]

Print:

.....  
Name Designation Date

# APPENDIX 1

## Appendix to Agreement With Exchange Programme Organisation

- The Exchange Programme Organisation will select and monitor the accommodation according to the Ministry of Education *Code of Practice for the Pastoral Care of International Students*.
- The Exchange Programme Organisation will inform The School of the person who will be responsible for selecting and monitoring the accommodation.
- The Exchange Programme Organisation will provide a copy of the completed checklist to The School before the student arrives to live there and a copy of the agreement between the Exchange Programme Organisation and the homestay.
- The checklist will include a space to indicate that the police vet was satisfactory together with the date of the vet. (This will show if the vet is still valid).
- The School will meet with the Exchange Programme Organisation twice yearly (after each 6 monthly visit?) to discuss the complete monitoring documents and evaluate the homestay.
- The Exchange Programme Organisation and The School will advise one another of any problem or change in the accommodation - or concern about the student's welfare.