



**Wellington**  
**College** Founded 1867

PO Box 16-073 · Dufferin Street  
Wellington · New Zealand

Tel: +64 4 802 2520 · Fax: +64 4 802 2542  
Website: [www.wellington-college.school.nz](http://www.wellington-college.school.nz)

## Indemnity Document for Designated Caregiver

I/We acknowledge that I/We have decided to place my/our child within the care of a caregiver vetted and monitored by myself/ourselves in order for them to attend Wellington College as an International / Foreign Fee Paying Student. I/We take full responsibility and accept the decisions made by my/our designated caregiver about the homestay placement and day to day requirements of my/our child.

**Student name:**.....(same as passport)

He will attend Wellington College for from .....to.....

I/We have placed my/our child in the care of their caregiver.

**Full name of Caregiver:**.....

**Date of Birth of Caregiver:**.....

*Note: It is a New Zealand government requirement that the designated caregiver must be over 18 years old, and a relative or close family friend of the student.*

### Caregiver's address and contact details:

**Home Address**.....

**Email**.....

**Phone**.....

**Caregiver's New Zealand Immigration Status:** .....

Should this arrangement change I/We undertake to inform Wellington College immediately. Further, I/We understand that should Wellington College have any concerns regarding the welfare of my/our child they may refer for further action or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/We take full responsibility for placing my/our child/ with the designated caregiver named above and I/We understand that Wellington College is not responsible for my/our child outside of normal school hours and activities. I/We do however understand that Wellington College will make every endeavour to provide for the care and welfare of my/our child at all times while studying in their school.

Wellington College, a Code Signatory School, has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

Signature of Parent/s: Father.....Mother.....

Signature of Caregiver:.....Date.....



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- **All International Students at Wellington College must live in accommodation that is approved by the College.**

- **Approval will NOT be given to sharing a flat or independent accommodation with other students, regardless of the student's age.**

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**Wellington College** expects Designated Caregivers to:

- Be a 'bona fide' adult relative/close family friend of the student's family
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured
- Provide 3 meals a day
- Care for the student as you would your own family
- Provide a warm, comfortable room for the student, including study facilities
- Set reasonable rules and boundaries and discuss expectations of these with the student
- To ensure safety for students under the age of 14, they should not be left alone in the house without adult supervision
- Attend parent/teacher conferences/interviews when held
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student
- To inform the school in advance if the caregiver is going to be absent, so that alternative arrangements can be made
- Maintain regular contact with the parents about the educational progress and welfare of the student.

The Designated Caregiver can expect **Wellington College** to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours
- Provide an ESOL programme for the student (if applicable)
- Provide additional learning support for students experiencing academic difficulties (if additional costs are involved, the parents may be asked to provide for this)
- Maintain regular contact with the designated caregiver on matters relating to the progress of the student
- Provide school newsletters and any other information sent to Parents of the student
- Provide school reports
- Provide support and quick action in case of problems
- Provide an interpreter for liaison with the school (if applicable)
- Interview the child once a term.

Should there be a concern about the welfare of the student, the education provider will consult the pastoral care staff within the educational institution and will discuss the concern with the designated caregivers and parents of the student. If necessary, the school may relocate the student to an approved Homestay. The education provider may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.

As designated caregiver I agree to abide by the conditions above with regard to the student identified below

Name of student:.....

Signed: \_\_\_\_\_  
(Designated Caregiver) (International Student Office Manager)

Date: \_\_\_\_\_