

Section E (NAG 5) SAFE, PHYSICAL AND EMOTIONAL ENVIRONMENT

Policy: **School Trips Overseas**

Date of Review: **November 2022**

Reviewers: **Principal, SLT in charge of EOTC, Ants Cotton, Leo O'Malley
Staff Health & Safety Committee.**

GOAL

School trips to other countries offer valuable opportunities for students to:

- further develop curricular learning
- experience and appreciate different cultures
- participate in sporting, cultural endeavours with young people from other countries
- work with peers as part of a team with a common goal.

OBJECTIVE

The purpose of this policy is to:

1. Provide guidelines to staff intending to lead school trips overseas.
2. Ensure the school acts responsibly towards students and their parents in the planning, financing and conduct of such trips.
3. Establish a set of guidelines for financial management of overseas trips.
4. Ensure that issues pertaining to student safety and well-being are addressed in the organisation and planning of a trip.

GUIDELINES (Refer to: International Trip BoT Approval)

1. Any trip should have a distinct educational focus and purpose, e.g. curricular, sporting, cultural, study.
2. **Planning (Refer to: Organising International Tour Groups)**
 - a) All trips must gain approval from the Principal and Board of Trustees in writing before being promoted to students.
 - b) Determination of trip dates will ensure that:
 - school and external exams are avoided
 - trip participants' time away from school is minimised
 - there is sufficient time for families and/or the group to raise monies
 - there is sufficient time for full and adequate planning of the trip.
 - c) All trips will follow government guidelines for safe travel.

- d) Adequate insurance cover will be in place to provide cover from the time of first payments.

3. Fundraising

- a) All trips must be self-funding, financed only by families, fundraising and/or sponsorship. To this end, it is important that 'buffers' be built into budgets to allow for unanticipated costs.
- b) Parents must be informed of the full financial commitment of the trip prior to them making a commitment to the trip.
- c) Students and their families need to be made aware that should they withdraw from the trip that
 - They will lose any deposit/cost that cannot be recovered by the school from travel companies.
 - Group fundraising earnings will be shared equally by the remaining members of the group.
- d) Students and families should be given payment milestones, with the date of the payment, thereby allowing families to plan financially. This allows adequate time for an assessment of the viability of a trip before final monies have to be paid to the travel agent.
- e) Monies raised by families or the group will be held in a dedicated school account.
- f) Monies paid by students will be credited against their name.
- g) It is the students and families responsibility to meet the cost of updating passport requirements.
- h) All monies credited to a student's name, be they raised by families or the group, will be receipted.

4. Group Fundraising

- a) The proportion of costs raised by group fundraising must be realistic and should not form a large proportion of trip costs unless significant sponsorship is obtained.
- b) Group fundraising activities must comply with the schools' general fundraising practices and procedures and must all have the approval of the Business Manager.
- c) Monies raised by group fundraising activities will be credited against individual student accounts according to each student's participation in the activities.

5. Staff

Staffing of overseas trips must ensure that:

- a) Numbers allow for safe and adequate supervision should one staff member become ill or incapacitated.
- b) The ratio of teachers to students provides adequate levels of supervision for all intended travel activities.
- c) A member of the Senior Leadership Team (SLT) will accompany each trip unless the Principal determines that there are other staff of sufficient seniority and experience attending.

- d) The staff chosen should have the level of experience and the skills necessary to effectively manage those students attending and participating in the activities.
- e) All adults on the trip must agree to be appropriate role models for students.

6. Students

- a) It is the school's prerogative to select which students will attend any overseas trip.

Criteria will include:

- Attendance
- Behaviour
- Commitment and attitude
- Ability to meet the financial commitments of the trip
- Ability to meet immigration requirements
- Compliance with the recommended government health guidelines for travel
- Students' health being such as to support the collective wellbeing and success of the trip

The school maintains the right to remove students from the trip at any time prior to the trip should they not meet any of the above criteria. In such a case, any non-refundable deposits would not be returned to students.

- b) Students are expected to comply with school expectations of behaviour while on a trip and must sign a contract to indicate this commitment.
- c) Prior to the trip, staff organisers will develop a strategy for dealing with misbehaviour, sickness, home sickness etc. Parents will be informed of this.
- d) Students should at all times be attired in appropriate ways so as to represent the college well.

7. Care and Protection of Students

- a) It is the duty of all staff on the trip to take utmost care of the students under their responsibility.
- b) Staff on the trip must at all times behave in a professional manner, acting as suitable role models for students.
- c) Risk Management Analysis must be completed before the trip for specific activities of heightened risk.
- d) The trip leader will be equipped with detailed information about students in their care, including:
 - Parent/guardian emergency contact
 - Students' medical information and medication
 - Passport details and photographs
- e) The trip leader will give full consideration to the security of students' passports and travel documents.
- f) The trip leader will provide guidance to students to support security of valuables and student safety.

8. Attendance of Other Adults

In the case of other adults travelling with an overseas trip, such adults will:

a) Sign a commitment to, at all times:

- Fully support the whole group as a dedicated supervisor
- Act as a suitable role model for students
- Take instructions from the trip leader
- Comply with the same level of expectations for supervision of students as asked of staff on the trip
- Comply with the same level of expectations of behaviour as required of staff on the trip.

b) Be police vetted.

9. Cancellation of Trip

In the event of the trip having to be cancelled:

- a) Deposits/instalments contributed by students, less deductions of committed expenses may be refunded.
- b) Group fundraising amounts credited to students will become the ownership of the school for further trips.

Chairperson

Principal

Date

Taking Students on International Travel Procedure

Planning for such trips should be started approximately a year in advance, and Board of Trustees approval gained ahead of travel. "Approval in Principle" must be gained no later than 8 months ahead of planned travel and before invitations are sent to students, with full approval no later than 4 months ahead of planned travel. The following guidelines and templates are intended to assist in the planning to ensure that all safety requirements are met.

Suggested Planning Approach

	Requirements	Comments	Completion date and person
1	Seek Principal's approval to proceed, and complete requirements as directed by Principal	NO planning takes place without 'approval in principle' for tour planning to proceed	
2	Complete EOTC Event Proposal form	This form is only to be completed once approval to proceed with planning has been received from the Principal.	
3	Ascertain student interest for planned trip. Seek degree of parental support up to a year ahead of travel. From identified student list ensure students meet the criteria outlines in the "School Trips Overseas" policy	Proceed ONLY as far as Principal allows; talk with other staff who have successfully managed overseas tour groups. Students must meet school trip criteria as per the "School Trips Overseas" policy	
4	Plan itinerary to meet desired educational goals; cost options re flights, single-sex accommodation, organised tour transport at and between venues, select	Use only approved agents and operators; Plan for 'down time' as well as educational and cultural experiences.	

	options including travel & medical insurance and tentatively confirm bookings through an approved agent. Daily taxes in each location, tips etc (15% contingency)	Calculate individual costs including a buffer, Consider any fundraising needed and the lead-in time to meet targets (or not). These calculations will determine how much lead-in time is needed to make the trip possible (or not). Take special note of quotes and currency conversion costs regarding NZ dollar for time of travel.	
5	Seek planning input from the school EOTC coordinator	Follow guidance, including risk management, re planning and complete ALL PRIOR to meeting with parents	
6	Advertise trip among students parents (calling for parent helpers) ONLY AFTER THE PRINCIPAL HAS APPROVED IN CONSULTATION WITH BOT	All details must be with Principal at this stage – or at least substantially completed to enable a fair decision to be made about tour viability and organisation	
7	Select staff according to skills mix and check willingness to travel and their passport/visa currency	<ul style="list-style-type: none"> • <i>ability to teach</i> • <i>skills of supervision</i> • <i>current First Aid Cert</i> • <i>crisis management</i> <i>skills</i> <ul style="list-style-type: none"> • <i>leadership skills</i> • <i>group management</i> <i>skills</i> <ul style="list-style-type: none"> • <i>cultural values & environmental awareness</i> • 	

Note: In regard to volunteer helpers, there is no requirement under the Education Act to complete a Police Check or under the Vulnerable Children's Act 2017 to carry out an assessment of an individual. However, an individual school may wish to conduct such assessments for certain events.

8	Do same for parent helpers	<ul style="list-style-type: none"> • empathy • communication skills • flexibility • motivation • self concept • sound judgement • problem solving ability • physical fitness • safety conscious • approachable • assertive • can say 'no' 	
9	Complete safety planning for entire trip including 'analysis' of events and plans to cope with death or serious harm to tour members	Check these with EOTC coordinator and Principal	
<p><i>For international trips, use of external providers presents elevated risk, due to potential differences in legislation and quality control for certain industries in overseas jurisdictions.</i></p> <p><i>EOTC planners should look to use mainstream companies wherever possible and perform due diligence, including but not limited to: contacting other schools who have used the same providers and completing any other aspect of a full risk assessment for the proposed provider.</i></p> <p><i>It is important that school management, the EOTC Coordinator and Person in Charge of the EOTC event understand they reserve the right to cancel individual activities or even the entire event, if the risk profile is too high.</i></p>			
10	Document behaviour code, dress code, customs, and protocols, nominate sanctions and consequences and use Student Contract form to highlight standards and expectations.	Check with Principal	

11	Detail emergency protocols for duration of trip, <u>including 'lines of communication for notifying details of a serious incident, including immediate notification to embassy in the event a passport is lost'</u>	Check with Principal	
12	Confirm all details for travel, venues and accommodation – addresses, times of arrival/exit, confirmed bookings, 'free time', organised tours, etc and all materials from points to above – collate into book for first planning meeting.	<p>This booklet should be sufficient to assure the Board that the trip is well planned and meets ALL minimum requirements for approval, such that the Principal may then authorise the running of a meeting</p> <p>When all material is checked and confirmed with the board, principal and other relevant people, it is then to be collated into an 'information booklet' for the first meeting of parents and students</p>	
13	<p>Hold meeting with students and parents having ascertained sufficient interest exists to make proposed trip viable; work through documentation. Ensure students AND parents* AND volunteers understand and accept rules and consequences. Ask Principal and selected staff to attend.</p> <p><u>* parents must be apprised of their liability in the</u></p>	<p>The meeting is compulsory for all participating students and their parents, guardian or caregivers.</p> <p>Allow a week for permission forms and deposit – first to pay secure the places Most agents require 20 minimum to offer group discounts</p> <p>Schedule a weekly meeting for all students and helpers and collect the remainder of</p>	

	<u>event their child needs to be sent home for any reason (and of potential costs involved)</u>	money according to agent's payment requirements Aim for full payment as early as possible in line with agent's requirements Plan points to cover at each weekly meeting, e.g. organizing, spending money/ credit cards etc.	
14	Gather all tour group details (including helpers and staff): name + <ul style="list-style-type: none"> • <i>contact addresses</i> • <i>contact phone numbers</i> • <i>passport/visa details + photocopies</i> • <i>medical/health profile/details</i> • <i>specific needs whilst on tour (emotional, cultural, age-related, behavioural, medicinal, language)</i> 	Ensure all passports current Ensure sufficient lead-in time to complete all passport/visa processes with plenty of time to spare. Record details	
15	Allocate students to groups with a nominated leader; train leaders and group members in safety techniques – head counts, timed checks, use of mobile to report to tour leader re students needing closer supervision, missed checks, AWOL, danger, etc	Ensure all mobile phones equipped for international roaming Go through checking and behaviour protocols with students	

16	Assign adults to students in appropriate ratios to ensure safety.	Do this well in advance so that groups of diverse students may bond as a group prior to the trip and plan to assure their own safety through responsible behaviour	
17	Check accommodation and allocate students	Document in advance	
18	Checklist of what to pack	Take account of climate, activities scheduled, etc.	
19	Parents to deliver students to airport by designated time on day of departure	Or to designated drop off point for transport departure	
20	Collect passports and complete customs and immigration documents IN ADVANCE of check-in	Complete as ONE GROUP Students to pay airport tax (if not done by tour agent Students to have organised own spending money/ credit cards etc.	

International Trip Approval from the Board of Trustees

All international trips must be approved through the completion of this form and the attached Board Criteria for approval a minimum of four months prior to the planned departure date.

To be completed by the Chair of the Board of Trustees

To the teacher in charge:

Tick

☐ I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of the EOTC event. Approval is given.

- a. Please ensure that the Board has all relevant information including:
- a final list of students with health and behaviour issues;
 - a list of staff and volunteers;
 - details of parental consent; and
 - a detailed itinerary (including maps) at least seven days before the group is due to leave.
- b. Your report and evaluation of the trip, including details of any incidents, should be with the Board as soon as possible but no later than 14 days after the group returns.

I have studied this application and require the following information or specific changes before approval can be given.

☐☐☐☐

Chair BOT's name

Signed

Date

A copy of the completed application for approval and details of any subsequent changes should be retained by the Principal and the Board.

Board Criteria for Tour Approval

EACH planning and approval requirement below MUST be met in full 4 months PRIOR to being submitted to the Board of Trustees for final approval.

Planning & Approval Requirement	Y/N	Signature
Educational purpose of tour is clear and appropriate		
Itinerary for duration of stay is planned and documented in detail		
Trip programme is documented		
<p>Any EOTC requirements are acknowledged and met where required</p> <p>EOTC activities are documented including aims and outcomes in accordance with educational purpose</p> <p>Activity providers are listed including evidence of RAMS and acceptance of liabilities</p>		
Emergency procedures refer to communication line and emergency means of contact for EOTC activities, and tour group has been briefed about this		
<p>An appropriately skilled group supervisor is nominated, and his/her skills are listed</p> <p>Supervisor ratios meet guidelines, including consideration of the risks that specific activities may present.</p> <p>Size of group limit has been met</p>		

Accommodation is documented in full		
Accommodation is verified as acceptable		
Application and profile data are complete and checked for each individual		
<p>Medical and travel insurance covers each individual</p> <p>Acceptable provider (approved MOE insurance provider list), 24/7 cover, student "certificate of currency", name of insurer, policy number, policy start and end dates listed</p>		
A copy of relevant information is provided to all tour group participants and parents		
Designated personnel have signed off on relevant sections of the plan		
Copies of documentation provided: School Principal/ Board of Trustees / Tour supervisor		
<p>Details of NZ Embassy/ Consulate (or equivalent) contact person, contact phone number and address, to be ascertained from NZ Internal Affairs for EACH country visited; this information to be carried as travel documentation, and left with copies of documentation to BOT chair/ school principal as above. The local embassy MUST be notified immediately in the event a passport is lost.</p>		

Final signing-off indicates acceptance and verification that all steps have been completed and that complete documentation exists, in full compliance with requirements.

Signed: _____

Designation: _____

School: _____

Date: _____