



TAIERI COLLEGE

OVERSEAS TRAVEL POLICY

1. If any teacher proposes taking a group involving Taieri College students overseas on either an educational or sporting trip, initial approval must be obtained from the Principal. Informal meetings with parents may then be held to gauge interest in the trip. If there appears to be sufficient interest an initial proposal needs to be put before the Board of Trustees (BOT) following the guidelines below.
2. A **minimum of 12 months** initial notice must be given of any proposed trips, so that after approval, parents have ample time in which to consider whether their child can go. This is particularly important in cases where parents are being asked to contribute more than a minor share of the cost. The following information must be provided by the lead teacher/s in writing to the BOT:
 - Names of group/team and expected number in the party including adults including medical conditions/actions required.
 - Place, time and purpose of trip to include learning intentions/success criteria.
 - Proposed itinerary including activities and proposed accommodation arrangements.
 - Estimated total cost shown under the following headings:
 - Fares and Insurance
 - Accommodation
 - Relief required
 - Means of transport
 - Names of staff members involved with the proposed teacher-in-charge.
 - Details of expected contributions from fundraising activities.
 - A comprehensive summary of what the insurance policy will protect against and provide for, including the name of the provider.
3. Trips must be planned at an appropriate time of the school year in conjunction with the Deputy Principal in charge of the college calendar and the Principal.
4. Where the trip is primarily playing a sport, there is to be reasonable equal participation by all.
5. Student attendance records/financial records/pastoral and output are to be checked upon, and assurance provided to the BOT, that students have met college requirements prior to travelling.
6. It would be expected that the BOT consider the proposal and give approval in principle within the earliest possible timeframe to allow the trip organisation to move forward.

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7. Ratification of BOT approval (with all details finalised) must be obtained before any monies are due to be paid for tickets, accommodation etc.

8. Parents whose children are likely to be involved are to be notified including the details raised in points 2. A meeting will be held at which time an organising committee will be established.

The organising committee will meet (with a Deputy Principal in attendance) and establish a timeline for organising the trip including all fundraising and payment deadlines.

The signed consent of the parents of participating students must be obtained in a form that specifies Taieri College's requirements in respect of the tour, including our code of expected behaviour.

9. Risk Assessment Management Systems (RAMS) must be approved by the BOT as soon as possible, but no later than a month's departure of the trip.

10. A full report is to be submitted to the Principal/BOT on return.

11. All costs must be met by the tour party **NOT** Taieri College.

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