



LONG BAY COLLEGE

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OVERSEAS TRIPS POLICY

NEG 3

To be read in conjunction with the Education Outside the Classroom Policy and the EOTC Handbook

RATIONALE

Any overseas trip involving representatives of the College and/or using its name shall be:

- i for the benefit of students;
- ii educationally valid in distinctively academic, sporting or cultural terms and which would not be available by any alternative and less costly trip within New Zealand;
- iii approved by the Board before specific commitments to fundraising or travel are confirmed.

POLICY

1 INITIAL CONSULTATION:

- a) Trip applications are to be presented to the Board of Trustees in writing at least eight months prior to the proposed trip.
- b) There will be, at least initially, an open meeting of possible participants (including parents) prior to launching the venture; subsequent contact including newsletters, meetings or personal contact.

2 LEADERSHIP:

- a) Tour leadership will be delegated by the Principal to an appropriate fully registered teacher and to the satisfaction of the Board.
- b) It is the responsibility of the tour leader to ensure that the EOTC Policy and Procedures are followed.
- c) Once approved, a review may be sought.
- d) An appropriate balance in terms of gender; experience etc., is required of staff and adults travelling.

3 CONFLICT OF INTERESTS:

- a) No trip is to drain community funds nor its goodwill, particularly to the disadvantage of college-wide projects.
- b) No trip approval is to be granted without consideration being given to other college projects or trips, so that the Board can determine priorities.

4 FINANCIAL CONSIDERATIONS:

- a) All tour funds will be deposited in the school bank account and accounted for separately. Approval for expenditure will be delegated to the teacher in charge of the tour who will consult with parents prior to committing tour funds.

- b) Adequacy of insurance cover has to be agreed to the satisfaction of the Board.
- c) Final disbursement/equalisation/debt resolution procedures shall be in writing to all tour members.
- d) All fundraising must have written, prior approval from the Principal or delegated representative. The Board of Trustees needs to be satisfied that the proposed tour will be self-funding.
- e) Final accounts of income/expenditure of tour funds shall be drawn up and made available to the Board within six weeks of return.
- f) Travel companies used must be TAANZ or IATA bonded.
- g) Staff costs for any trip (including relief) must be built into the overall costs to be met by participating families.
- h) The funding structure for non-staff or non-students must be upon application to the Board.
- i) When deciding whether or not to proceed with the proposed trip, the objectives will be carefully weighed up against the proposed cost and the expected amount of fundraising.

5 DISCIPLINE:

- a) As for all school trips, the Principal is answerable to the Board for student discipline. This responsibility may be delegated to tour leader(s). The normal school code of behaviour will apply on all trips.
- b) Any serious disciplinary incidents (and that includes any incident that involves outside agencies such as hospital/Police) must be reported to the Principal as soon as practicable.
- c) On return, the tour leader(s) shall give a written report to the Principal to enable a formal report to the Board. This discipline report should include any discipline that occurred and what consequences were incurred.

6 TOUR REPORT:

A formal report of the tour will be completed using the school template and provided to the Principal at a meeting with him within two weeks of returning.

7 ATTENDANCE OF OTHER ADULTS:

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

Sign a commitment to, at all times:

- a) Fully support the whole group
- b) Act as a suitable role model for students
- c) Take instructions from the trip leader
- d) Comply with the same level of expectations for supervision of students as asked of staff on the trip
- e) Comply with the same level of expectations of behaviour as required of staff on the trip
- f) Be required to be Police vetted

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
New		27/11/90	
Reviewed June 1995	6/95	24/7/95	
Reviewed November 1998		2/3/99	By Joan Titman, Board Chairperson
Reviewed February 2004		2/3/04	By Andrew Stewart, Board Chairperson
Reviewed March 2006	4/4/06	16/5/06	By Andrew Stewart, Board Chairperson
Reviewed May 2008	17/6/08	1/7/08	By Richard Griffin, Board Chairperson
Reviewed July 2010	7/9/10	12/10/10	By Rob Gosling, Board Chairperson
Reviewed October 2012	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
Reviewed April 2016	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson
Reviewed May 2019	18/6/19	6/8/189	By Kevin de Jong, Board Chairperson