



MORRINSVILLE COLLEGE OVERSEAS TRIPS POLICY

Rationale:

Sporting and cultural trips are a valuable experience provided to enrich students' experiences, sporting skills, cultural awareness and to develop team building and collegiality.

Policy OVERSEAS TRIPS 1

The school will ensure that overseas trips sanctioned by the school are conducted safely, financially responsibly, for the improvement of students' academic, cultural or sporting ability and to provide experiences beyond those normally experienced by students.

Procedures

- (i) Students who take a particular course or play in a particular sports team may be eligible for relevant overseas trips. However this is dependent on satisfactory behaviour at school, work completion, satisfactory attendance and ability to pay.
- (ii) Staff members involved in organising an overseas trip will, in consultation with the Principal and Board, agree on a selection process to decide which students are allowed to participate. The criteria for selection may vary depending on the type of trip. Students who have a poor discipline record in the six months prior to the trip will put their place in jeopardy, particularly if the student is required to appear before a Board discipline committee.
- (iii) Staff members responsible for an overseas trip will firstly hold a meeting for students who may be selected for the trip, to gauge their interest in the proposal.
- (iv) Staff members organising an overseas trip must, if there is sufficient student interest, firstly seek the approval in principle of the Principal, before gaining approval in principle from the Board by submitting to them an outline of the proposed trip and a draft budget. In most circumstances this approval must be sought at least 12 months prior to departure.
- (v) The Board, in consultation with the Principal and staff members responsible for organising the overseas trip, will, at the time of initial trip approval, suggest the amount of any personal payment required to be made by staff members towards the cost of the trip. The amount will vary according to financial circumstances, the amount of fundraising to be organised by the touring group and staff members' role in that fundraising. In general the cost of airfares and accommodation of at least one staff member will be covered by the students in the touring group or by any complementary fare offered by the travel agent.
- (vi) Staff members responsible for an overseas trip will, following initial approval by the Board for the trip and after the selection of students likely to go on the trip, arrange a meeting of the students and their parents/caregivers. This meeting will discuss the proposed trip and the obligations and responsibilities of the staff members, students and parents. There will also be discussion and agreement about the amount of money that students will pay to cover the cost of the staff member(s) accompanying the group on the trip. Minutes of the meeting will be taken carefully and following the meeting these obligations and responsibilities will be formalised in writing by a staff member, circulated to parents, signed by parents and students to indicate their agreement and returned to school to be held by the staff member in charge. Copies will be made and returned to the parents.
- (vii) Staff members responsible for an overseas trip will ensure that, unless it is agreed that all costs will be covered by individual contributions, a fundraising committee of parents/caregivers is set up to plan, organise and co-ordinate students' fundraising efforts. It is recommended that staff members do not head this committee and it is most important that staff members do not over-commit themselves to joining fundraising efforts at the expense of their teaching.
- (viii) Staff members involved in overseas trips will in general not be expected to participate in fundraising events, but there may be occasions where they choose to do so in order to assist with the fundraising. Where this is the case, the staff member should never be in charge of the fundraising event.

- (ix) The Board accepts no responsibility for the conduct of, or risk attached to, any student or parent on fundraising activities. It is expected that the organising committee for the tour will ensure that all risks are mitigated against before embarking on any fundraising venture and that there is adequate adult supervision to ensure that no misconduct, inappropriate behaviour involving alcohol or drugs, or any risks are taken by any student. Nor should supervising adults be involved in the use of alcohol or drugs while part of a fundraising activity or after that activity, and especially in the presence of students.
- (x) The tour organising committee will ensure that transport to and from the venue of any fundraising event will always be safe, with fully-licensed drivers and roadworthy vehicles.
- (xi) Where it is agreed that pre-tour publicity is desirable through the local media, this will always be undertaken in consultation with the teacher-in-charge of the tour and any such publicity must be carefully planned to ensure that the reputation of the College is protected, including through suitable photographs being taken and accurate reporting.
- (xii) Staff coaches and managers will be expected to ensure that their team/group is adequately prepared to undertake required team/group activities while on tour. For instance, this might involve the team learning a haka or preparing a resource, presentation or token.
- (xiii) Staff members responsible for an overseas trip will ensure that all students and adults on tour have adequate travel insurance to cover all eventualities including hospitalisation, emergency flights home to New Zealand and the loss of luggage or money while on tour.
- (xiv) Staff members responsible for an overseas trip will ensure that, when budgeting, a buffer contingency fund of at least \$1000 is allowed for in case of some unforeseen shortfall or in case some emergency situation arises while on tour where additional money is required.
- (xv) Staff members responsible for the overseas trip will ensure that any team jackets purchased especially for the tour are in the College's regulation uniform pattern and colours. Sponsorship may be recognised on the jackets in the College's colours. Any proposed variation of this requirement must meet with the Principal's prior approval. Students must be made aware that the Board does not allow them to wear their tour jackets at school on their return from the tour.
- (xvi) Staff members responsible for an overseas trip must complete all of the documentation required by the EOTC approval forms, at appropriate times, as required by the Principal, before departure.
- (xvii) The Principal will ensure that no overseas trip takes place without sufficient adult supervision. As a general guideline this should be one adult to every 8-10 students, and where the touring group is of mixed gender the adult supervisors must include a person of each gender. The Principal will determine the number of adults required considering the type of trip proposed. Unless there are special circumstances, at least one staff member must accompany the touring group and that staff member will be in charge.
- (xviii) When all of the detailed planning has been done, this must be submitted to the Board for final approval before the trip can commence and at least six weeks prior to departure.
- (xix) Staff members responsible for an overseas trip will, before the trip departs, ensure that students and their parents/caregivers sign a document which is approved by the Principal and which sets down a code of conduct expected of the students on the trip. All such documents will include an agreement that should a student in the touring group break the code of conduct and should the teacher(s) in charge consider the misdemeanour serious, then contact will be made with the Principal. The Principal may then require the student to be flown home on the first available flight at the parents'/caregivers' expense.
- (xx) Staff members responsible for the overseas trip will ensure that before the tour party leaves, parents/caregivers sign a declaration allowing the staff member in charge authority to approve medical or hospital treatment to any student who may, in their opinion, be in need of such treatment while on tour.
- (xvi) Staff members responsible for the overseas trip will ensure that all monies collected by individual contribution, sponsorship, donations or any other means are receipted using the school accounting procedures. Such procedures must ensure that a record is kept of all personal contributions. The Financial Secretary must, before the tour departs, at any time be able to produce an accurate record of personal and fundraising payments made into the tour fund for the Principal and/or staff member responsible for the tour.
- (xvii) The staff member in charge of the tour must finalise all costs as quickly as possible after the tour, so that a full final financial statement can be produced by the Financial Secretary for students, parents and the Board.

- (xviii) The staff member in charge of the tour will, if there are funds left over after all tour costs are paid, consult with parents about how this money is to be fairly distributed to tour members, or whether this (or some of this) will be placed in a seed fund for the next tour, or used for some other agreed purpose. This consultation would generally be done in a post-tour meeting. If parents cannot agree how the surplus funds will be distributed, the Board will make this decision. If there is a funding shortfall, decisions will need to be reached about how this shortfall can be funded to reimburse the school as soon as possible.
- (xix) The staff member responsible for the overseas trip will carry out an evaluation of the trip, including a student evaluation, within two school weeks of their return. This evaluation must include an evaluation of the effectiveness of hazard management during the trip, include the identification of any new hazards, and any accident and near miss areas.
- (xx) The staff member in charge of the trip must submit a report to the Board, including a final financial statement, within two months of return. In most circumstances this should include some participating students' personal evaluation of the value of the trip. (The Board enjoys presentations from students and staff members involved in overseas trips at the beginning of one of their monthly meetings).

Policy OVERSEAS TRIPS 2

The school will ensure that, in the event of an overseas trip failing to proceed, all monies collected are returned in a fair and equitable way and accounted for.

Procedures

- (i) The staff member in charge of the trip will ensure that all reasonable expenses related to the trip are deducted from the funds collected before any refunds are made to any student or organisation.
- (ii) The staff member in charge of the trip will ensure that all recorded personal monetary contributions are refunded in full (or part in the event of expenses being deducted first) to the student or person who made the contribution.
- (iii) The staff member in charge of the trip will contact sponsors and other public or private financial contributors to ascertain their wishes with regard to the use of their contribution to the trip. The staff member will carry out their instructions, whether that is to return the money or to use it for some other school purpose. This money may not be distributed to individual students however, except with the prior permission of the Board.
- (iv) The staff member in charge of the trip will, in the event of other monies remaining for which there is no individual record of the contribution, call a meeting of all parties involved in the organisation of the trip. The staff member will then bring to the Principal a recommendation from those at the meeting as to how they would like to see the monies used and the Principal will then take this recommendation to the Board of Trustees.
- (v) The Board of Trustees will decide on the distribution or use of any monies remaining for which there is no individual record of the contribution, after firstly considering the wishes of those people involved in the organisation of the trip.
- (vi) The staff member in charge of the trip will, within two months of a decision to cancel a trip, present to the Board, the students involved in the trip and their parents/caregivers, a statement of financial income and expenditure to account for all monies collected, distributed and held for other purposes.



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BOARD PRESIDING MEMBER

Reviewed 9/5/2024