



## INTERNATIONAL STUDENT TRAVEL AND TRANSFER OF CARE POLICY

1. Middleton Grange School's International College (the School) undertakes to comply with the accommodation provisions set out in The Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) specifically:

Outcome 6, clause 21 (C)

– as far as practicable, ensure that international students live in a safe environment,

Outcome 6, clause 23 (1) (e) (amended)

(i) ensure that a plan is in place for *the transfer of care* of the student from the residential caregiver to the student's parent or legal guardian, or another person

approved by the parent or legal guardian, for—

(A) each transfer that occurs during the period of enrolment; and

(B) the transfer that occurs at the end of enrolment; and

(ii) ensure that the parent or legal guardian is notified of each transfer plan.

### POLICY OBJECTIVES

1. To provide guidelines and regulations for any intended travel by a student enrolled at the School.
2. To clearly communicate *the transfer of duty of care* plan to parent or legal guardian, Residential Caregivers, including Designated Caregivers of students planning to travel or stay overnight with someone other than an approved School residential caregiver
3. To involve the parent or legal guardian in the decision making of students travelling and/or having overnight stays at residences where it is impractical to undertake all checks regulatory and legislative documents require.
4. To provide reassurance to parent or legal guardian of students enrolled at the School in regard to the student's welfare and care and the School's systems and procedures in order to accomplish this.



### The Following Documents Underpin this Policy:

1. The Education (Pastoral Care of International Students) Code of Practice 2016;
2. The Accommodation Policy for International students;
3. Middleton Grange International College Guidelines for Residential Caregivers looking after International Students;
4. The Contract of Enrolment;
5. The Travel and Transfer of Duty of Care Form.
6. Procedures regarding Travel and Transfer of Care.



## Policy Statements

1. All international students studying at the School are required to live in accommodation as stipulated in the Accommodation Policy namely, Living with a parent or legal guardian, or living with a Designated Caregiver or living with a Residential Caregiver supplied by the School, and are required to adhere to all aspects of the Accommodation policy.
2. The Travel and Transfer of Care Policy relates to all students living with a Residential Caregiver, which includes a Designated Caregiver and a Residential Caregiver supplied by the School. A parent or legal guardian will be informed by the School if the School becomes aware of any travel or transfer of care plans, but the duty of care of the student remains the responsibility of the parent or legal guardian.
3. The School will not allow transfer of care to person(s), irrespective of parent or legal guardian approval and of student age, if the School has not approved the person(s) prior to the transfer of care happening, which includes but is not limited to an interview of the person, relationship to the student and reason for transfer of care.
4. The specific details of the Transfer of Care are stipulated as follows:
  - 1.1 At the beginning of a student's enrolment, *the duty of care* is transferred to the school at the arrival in Christchurch at the specified date and time as agreed to by the parent or legal guardian;
  - 1.2 At the completion of a student's enrolment, *the duty of care* is transferred back to the parent or legal guardian at the specified date and time as agreed to by the parent or legal guardian;
  - 1.3 When a student wishes to stay overnight under the care of another School approved residential caregiver, the current residential caregiver should inform the School prior to the stay. In this situation *the duty of care* remains with the School and therefore no transfer plan is necessary;
  - 1.4 When a student wishes to stay overnight under the care of someone other than a School approved residential caregiver, a **Travel and Transfer of Duty of Care Form** must be completed prior to the stay occurring. In this situation *the duty of care* is temporarily transferred to the residential caregiver named on the documentation for the duration stipulated, with the agreement of the student's parent or legal guardian. The current residential caregiver should inform the School and the student's parent or legal guardian must sign the form telling the school that they give permission for their child to be under *the duty of care* of a caregiver who has not undergone all the checks regulatory and legislative documents require.
  - 1.5 When a student wishes to travel at any stage during their enrolment, a **Travel and Transfer of Duty of Care Form** must be completed, and all permissions gained prior to the travel occurring. In this situation *the duty of care* is temporarily transferred to the caregiver named on the documentation for the duration stipulated, with the agreement of the student's parent or legal guardian. If the travel is to the student's home country, then the parent or legal guardian undertake the responsibility of the *duty of care*. The parent or legal guardian or current residential caregiver should confirm with the School the travel dates and the student's parent or legal guardian must sign the form telling the school that they give permission for their child to undertake the travel and approve of the transfer of *the duty of care*.
  - 1.6 When a student wishes to stay overnight in any other accommodation and the student or their parent or legal guardian have not completed all procedures as stipulated



above, then *the duty of care* of this student is transferred back to the parent or legal guardian.

1.7 As stipulated in the Contract of Enrolment, a student arriving prior to commencement of study and holding a Student Visa to the School is the responsibility of the school and must therefore comply with the school rules and requirements.

A student wishing to remain in New Zealand at the end of an academic year and not return to their home country is the responsibility of the school and must therefore comply with the school rules and requirements.

A student wishing to remain in New Zealand after completion of their studies at the School or at the end of their enrolment with the School are no longer the responsibility of the School. Immigration New Zealand and the Ministry of Education will be notified and *the duty of care* transfers back to the parent or legal guardian. **An End of Enrolment Travel and Transfer of Care form must be completed.**

5. During the period of enrolment, the student must keep the School and their residential carer reasonably informed of their whereabouts including but not limited to when the student intends to leave New Zealand.
6. All travel should be undertaken during the school holidays except in exceptional circumstances. Travel occurring during school time is highly discouraged due to the negative effect on students learning. These absences count against the immigration requirement of 95% attendance. Students undertaking such travel are required to catch up on any worked missed.
7. The School is not responsible for the student if the student chooses to leave New Zealand during the period of Enrolment and if the travel is other than a school organised trip. The School's responsibility for *the duty of care* shall transfer to the parent or legal guardian upon the student's departure and resume when, and if, the student returns to New Zealand.
8. If a student does not follow the conditions of this policy and the procedures which underpin this policy, then the School may consider following the procedures as stipulated in the Code of Conduct, Discipline System and Grievance Procedures booklet.