

# TRAVEL OUTSIDE OF THE REGION POLICY For International Students



## PURPOSE:

This policy outlines the guidelines for International Students who wish to travel outside of the Taranaki region independently. The primary concern of Spotswood College is the health, safety and wellbeing of all international students. Therefore personal travel beyond the local region must be carefully assessed and authorised in line with our duty of care.

## Policy Statement:

Personal travel outside the region that is not part of an official school activity (such as sports teams, cultural groups, tour groups, or club excursions) **is generally not permitted**. Exceptions may only be made under the following conditions:

1. The student is accompanied by their homestay parent(s); or
2. A family member has arrived in New Zealand and a formal transfer of care is arranged and approved by the school.

## Parental Consent:

Written consent from the natural parents must be provided via email, clearly approving the travel.

## Information Sharing and Safety Check

Once all required information is gathered, the homestay manager will:

- Contact the homestay coordinator or international department of the other school or party involved.
- Confirm the identity of all involved students and adults.
- Assess whether appropriate safety and support structures are in place on both sides.

## Evaluation of Request

After reviewing all documentation and communications:

- The International Department will conduct a risk and safety evaluation.
- The decision will consider the student's age, maturity, timing of the travel, academic obligations, and the adequacy of supervision and support during the trip.
- The final decision rests with the Director of International Students.

## Emergency Preparedness

- In the unlikely event of an emergency, confirmation must be received from the other school's international department that they are aware of the travel and prepared to provide support if needed.
- A written email acknowledging this agreement must be filed before any approval is granted.

## Important Notes

- Any unauthorised travel may result in a breach of enrolment conditions and could affect the student's eligibility to remain at Spotswood College.
- This policy aligns with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.