

5.01B

MERCY EDUCATION LTD PROCEDURE 5.01B OVERSEAS TOUR APPROVAL FOR MERCY COLLEGES

Key Steps in seeking approval for Overseas Tours for Mercy Colleges

- B01 Schools in planning any overseas tours need to determine the travel advice level for the destination country. Tour destinations that may be considered for students and staff would be designated “*Level 1 - Exercise normal safety precautions*” or “*Level 2 – Exercise a high degree of caution*”. Level 1 tour destinations are approved within the College (subject to Mercy Education confirmation of Risk Management Plan) whereas Level 2 destinations require approval by Mercy Education Limited.
- B02 A request to the Mercy Education Executive for an overseas tour to a *Level 2 – Exercise a high degree of caution* destination needs to be made between twelve and fifteen months before planned departure.
- B03 In requesting tour approval, submission of a Level 2 tour must be made to the Risk & Compliance Leader of Mercy Education who will undertake a review of the proposal’s draft Risk Management Plan and submit the proposed program to the Mercy Education Executive for approval. Similarly, to attain Level 1 tour confirmation to proceed, the draft Risk Management Plan must be approved by the Risk & Compliance Leader at Mercy Education who will then provide confirmation to proceed for the Principal.
- B04 The decision to approve a Level 2 tour will be made at a meeting of the Mercy Education Executive. If the decision not to recommend approval of the tour is made, then the proposal is returned to the Principal by the Risk & Compliance Leader with a response outlining reasons for non-approval.
- B05 The proposal to tour a Level 2 destination requires the following to be taken into consideration:
- Destinations will require substantial justification of merit / benefit and a detailed risk assessment and the educational rationale for the tour.
 - Travel and accommodation details
 - Internal travel arrangements within destination (size of plane, quality of plane, pilot and airports; road travel conditions and vehicle type etc.)
 - Appropriateness of itinerary given the destination country’s cultural attitude towards Caucasians, women, teenagers (especially girls), LGBTI-identified travellers and religious identity

- B06 A Level 2 destination proposal should provide written evidence that Tour Insurers will cover the travel without extraordinary exceptions that are made conditional on provision of indemnity.
- B07 A Parental/Guardian *Permission and Knowledge* template should be provided which indicates clearly a detailed and specific legal release form signed by both guardians. It should outline the potential hazards, and include a copy of the risk management plan, and highlight the changing environment in which such trips may operate and the inability by the College to remove all risks.
- B09 A copy of the school's local policy and procedures on Overseas Tours should be provided in the proposal. This document should carry the approval of the College Advisory Council.
- B10 A proposal for an Overseas Tour that is rejected by the Mercy Education Executive may be resubmitted and should provide any additional detail that was noted by Mercy Education Executive as required.
- B11 It is a requirement that a final Risk Management Plan is submitted to the Risk & Compliance Leader not later than four months prior to departure for final review and approval. This should then be distributed to parents and guardians no less than one month prior to departure.
- B12 It is a requirement to notify Mercy Education immediately of any significant incident on an overseas tour (be it level 1 or level 2).