

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 whereas Level 2 destinations require approval by Mercy Education Limited.
- B02 A request to the Board of Mercy Education Limited 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. Schools which survey students and families to determine participation interest must inform them that the tour may not proceed for any number of reasons and that Mercy Education approval will be required before confirmation of planned tour is advertised.
- B03 In requesting tour approval, submission of a Level 2 tour must be made to the Executive Officer of Mercy Education who will co-ordinate an Executive review of the proposal’s risk management plan in conjunction with the Risk and Compliance Leader.
- B04 The decision to forward a recommendation to the Board to approve the tour will be made at the meeting of Mercy Education Executive personnel. If the decision not to recommend approval of the tour is made, then the proposal is returned to the Principal by the Executive Officer with a response outlining reasons for non-approval. The proposal will not be forwarded to the Board for consideration. An appeal of a non-approval decision by MEL Executive to the Board is available to the Principal and the process is listed below in Section B10.

- B05 The proposal to tour a Level 2 destination requires the following to be taken into consideration:
- a. Destinations will require substantial justification of merit / benefit and a detailed risk assessment and the educational rationale for the tour.
 - b. Travel and accommodation details
 - c. Internal travel arrangements within destination (size of plane, quality of plane, pilot and airports; road travel conditions and vehicle type etc.)
 - d. 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.
- B08 A copy of the school's local policy and procedures on Overseas Tours should be provided in the proposal.
- B09 A proposal for an Overseas Tour that is rejected by MEL Executive may be subject to Appeal to the Board of Directors. Such an Appeal should be addressed to the Board Chair of Mercy Education, re-issuing the proposal with justification of why the non-approval decision should be overturned and should provide any additional detail that was noted by MEL Executive as missing in its decision to reject the proposal. If further evidence is provided than what was originally presented to MEL Executive, the Board Chair will table the Appeal at the next available Board Meeting for Directors' consideration.
- B10. It is a requirement to notify MEL immediately of any significant incident on an overseas tour (be it level 1 or level 2).