



**N E L S O N
C O L L E G E**

International Staff Travel Policy

PURPOSE:

This international staff travel policy outlines factors that will be considered when managing travel for international staff on international student business. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

RATIONALE:

The school undertakes to protect international staff travelling on behalf of the school on international student business

POLICY OBJECTIVES:

1. To ensure staff are healthy and safe
2. To ensure finance matters are clear and equitable
3. To ensure international travel fits with the school's international marketing strategic goals
4. To ensure that conduct of staff on international student business for the school is professional

HEALTH & SAFETY

The school will undertake to ensure that international staff travelling on international student business are as best protected as possible. This should include; full insurance coverage, up to date immunisations and that New Zealand employment legislation being respected when it comes to working conditions and expectations.

FINANCE

The school will ensure that the international staff travelling have clear guidance on what financial matters are covered as part of the trip regarding, accommodation, meals and hospitality. The international staff member travelling will provide receipts, where possible, to allow for accountability. The international staff member will be responsible for any personal purchases

PURPOSE

The school will ensure that the planning and strategy for the trip fits with outlined international marketing strategic goals. A trip report will be completed by the international staff member on their return to work.

CONDUCT:

Conduct of the international staff on school business is expected to be professional at all times including using socially appropriate behaviour.

REVIEW:

The school will review the conditions relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

REPORTING:

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for international student travel.

This policy has been approved by the Board of Trustees:

Approval Date: _____

This policy has been reviewed on:

Review Date: _____