

POLICY FOR THE MANAGEMENT OF SUPERVISED GROUPS

SUPERVISED-GROUPS POLICY

Purpose

This policy outlines factors that will be considered when managing supervised groups enrolling at the school. This policy should be read in conjunction with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

Rationale

Queen Elizabeth College has developed a Supervised-Groups Policy:

- To ensure that students enrolling at the school as part of a group are properly supervised
- To ensure the safety and well-being of the students and the quality of academic and social education of all International Students studying at the school.
- To ensure compliance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (The Code).

A supervised group is considered to be:

- Two or more international students travelling together in New Zealand under the supervision of a person or organization other than **Queen Elizabeth College** and enrolling at **Queen Elizabeth College** as international students for periods up to three months.

Policy Objectives

1. To promote international understanding and enhance global citizenship at **Queen Elizabeth College**.
2. To ensure the safety and wellbeing of all supervised-group students that enrol at **Queen Elizabeth College**.
3. To consider the particular needs of students enrolling as part of supervised groups and ensure the administration and pastoral care provided for supervised-group students meet the requirements of the Code.

Enrolment of Supervised Group Students

Queen Elizabeth College will enrol supervised-group students on the ENROL system as per Ministry of Education Guidelines for groups to ensure that these students are recorded as international students.

Use of Education Agents

The International Student Coordinator will ensure that we do not accept any supervised-group students through an education agent without first following our policy and procedures for the

management of education agents, including having a signed and current Agency Agreement with the education agent.

In order to ensure that **Queen Elizabeth College** and an education agent understand and meet their duty-of-care for the students, the (title of person responsible) will draft, and ensure that both parties sign, a memorandum of understanding for each supervised-group. The memorandum of understanding will provide details of the group including, expected number, ages and genders of students, arrangements for group supervision and accommodation, agreed pricing schedules, important timelines, program requirements and the roles and responsibilities of both parties.

Accommodation for Supervised Group Students

Queen Elizabeth College will ensure that supervised-group students stay in appropriate accommodation as defined in the Code.

Appropriate accommodation may be:

- ✓ Residential caregiver. This includes school homestays and school hostels
- ✓ Hotel, motel, licensed hostels other than school hostels, or other supervised-group accommodation options
- ✓ Staying with students' parents or legal guardians

Queen Elizabeth College will ensure that every international student under 10 attending the school as part of a supervised group for up to three months lives with their parent or legal guardian for the full duration of their enrolment, unless they are accommodated in the school hostel.

If an accommodation agent is involved in the placement of supervised-group students in accommodation on behalf of **Queen Elizabeth College** we will have an Agency Agreement with that accommodation agent.

Insurance for Supervised Group Students

IMPORTANT NOTE:

The Code requires that all students enrolled with a signatory for 2 weeks duration or longer must have appropriate insurance cover. In order to better fulfil our duty-of-care for all international students enrolled at (Name of school), this policy requires all international students to have appropriate insurance cover including those who enrol at the school for less than two weeks.

Queen Elizabeth College will therefore ensure that all supervised-group students have appropriate insurance for the duration of their enrolment, and if practicable, for the duration of their time in New Zealand including travel between their home country and New Zealand. Insurance policies, whether arranged by the school or the student or their family, will be deemed to be appropriate if they provide cover for:

- ✓ medical expenses to the value of NZ\$1,000 000 to unlimited
- ✓ repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- ✓ death of the student, including cover of—

- (i) travel costs of family members to and from New Zealand; and
- (ii) costs of repatriation or expatriation of the body; and
- (iii) funeral expenses

Group Supervision

Queen Elizabeth College will ensure that groups enrolling at the school have proper supervision. The number of supervisors and the type of supervision for a group will be negotiated and detailed in the memorandum of understanding. Factors in deciding proper supervision will include:

- The number of students
- The ages and genders of the students
- The duration of the visit
- The levels of students' English language proficiency
- The activities that the students will be involved in

If Education Outside the Classroom (EOTC) activities are undertaken, the school's EOTC guidelines will determine appropriate supervision ratios and other safety measures put in place for these activities.

Orientation

Supervised-group students will be provided with an orientation on arrival as per the school orientation procedures.

Visas

The school will ensure that all students enrolling as part of a supervised group will have the appropriate visa to study at **Queen Elizabeth College**.

Agency Monitoring and Review

The school will review the conduct and performance of its agencies as a part of an annual self-review. The school will collect and record appropriate evidence of agency reviews.

Reporting

The staff member in charge of international education will report directly to the school Principal on the performance of the school's contracted agencies and report any breaches of the Code that may lead to the termination of an agency contract.

This policy has been approved by the Board of Trustees

Approval Date: _____

This policy has been reviewed on:

Review Date: _____

