



<b>BHBI School</b>	<b>Procedure</b>
<b>Int Group Students</b>	<b>NAG 6</b>

### **RATIONALE:**

Blockhouse Bay Intermediate School has developed a Group Student Policy;

1. To ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Students studying at Blockhouse Bay Intermediate School.
2. To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2016) (The Code of Practice).

*Note – a group is defined as two or more students aged 10 and over, entering New Zealand together in an organised group and enrolling at a signatory for 12 weeks or less.*

Blockhouse Bay Intermediate's policies and procedures relating to the Code of Practice will apply to Group Students – see Blockhouse Bay Intermediate's policies and procedures, Application and Information sheet, International Students' Handbooks.

1. Information given to group students will be adjusted to meet the requirements of the particular group and the period of study. Such information will be provided in writing and separately.
2. An application/enrolment form will be completed for each student giving full contact details and any special health or other needs.
  - Individual forms must be signed by the parent and forms the contract between the school and the parent.
  - A group form containing the above details may be used for groups of students who are visiting rather than enrolling at the school.
3. All group student arrangements and conditions shall be set out in an agreement to be signed by the school and the group organiser.

### **MEDICAL AND TRAVEL INSURANCE POLICY**

#### **Policy Requirement Advice**

1. All group students are required to have appropriate Medical and Travel Insurance to and from countries and for the duration of stay in NZ, as specified in The Code of Practice.
2. The school shall advise all prospective groups about Medical and Travel Insurance requirements in the standard wording in the prospectus and with the Offer of Place letter. A copy(s) of the school's Insurance policy will be sent to the group organiser together with a policy recommended by the school.

3. Groups may have combined Medical and Travel Insurance on one policy however separate policies are permitted.
4. Groups purchasing insurance through a New Zealand insurer must purchase insurance cover at the time of fee payment and before they travel to study at Blockhouse Bay Intermediate.
5. Where insurance is provided from a New Zealand company policy details should be provided in the group's first language where possible.
6. In the case of **overseas policy providers** students must provide Blockhouse Bay Intermediate with the policy details in English at least one month before the students travel to New Zealand.

### **Verification of Policies**

Blockhouse Bay Intermediate must verify groups are in receipt of an acceptable Medical and Travel Insurance policy.

Verification of policies will be undertaken by the International Unit prior to enrolment.

1. As part of the verification process, Blockhouse Bay Intermediate shall ensure that:
  - Students have a "certificate of currency" and policy wording from the Insurance Company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc.

**Where a group is not in possession of an appropriate and current medical and travel insurance policy** Blockhouse Bay Intermediate undertakes to:

- Advise the group of the medical and travel insurance requirement.

### **Recording of Policy Details**

For each group Blockhouse Bay Intermediate shall record the:

- a) Name of the Insurer
- b) Policy number
- c) Policy start and end dates.

### **Policy Renewals**

For each group, prior to the expiry of their medical and travel insurance policy, Blockhouse Bay Intermediate shall issue a written reminder to the student or group supervisor advising that policy renewal must be completed.

### **GROUP SUPERVISION**

Supervision will be provided to all group students. Dependent on the individual group circumstances supervision will be provided by the following:

- Tour guide
  - A Blockhouse Bay Intermediate teacher(s)
  - A tour agent
  - A homestay manager/parent
  - An accompanying teacher
  - A parent
  - A student adviser
  - A professional(s) in the particular activity
2. Wherever possible same-language speakers, preferably fluent in English, will accompany the group.
  3. All designated supervisors must have the required skills, knowledge and attributes as outlined in the Code of Practice Section 3.2. Where a supervisor is not a Blockhouse Bay Intermediate staff member, it is the responsibility of Blockhouse

Bay Intermediate to ensure the designated supervisor with the required skills and knowledge.

4. Should an **emergency** situation arise the senior Blockhouse Bay Intermediate staff member will be responsible for all actions taken and will follow the procedures laid down in Blockhouse Bay Intermediate's EOTC policy.
  - She/he will in conjunction with the group leader notify the school and the student's parents.
  - All emergencies will be documented by the senior Blockhouse Bay Intermediate staff member present. If this is not possible then by the most senior person present.

Reviewed 18<sup>th</sup> September 2018