



INTERNATIONAL SCHOOL LEARNER TRANSFER OF CARE PROCEDURE

RATIONALE

Transfer of care is defined as the safe and effective handover of an International School Learner providing continuity of care while minimising risk. This can include getting a student to the international airport, other travel arrangements or the hand over to a parent approved person.

AIM

To facilitate the safe transfer of International School Learners.

GUIDELINES

- The International School Learner Coordinator will be responsible for the transfer of International School Learners.
- Requests for transfer must be in writing to the International School Learner Coordinator.

PROCEDURE

The International School Learner Coordinator will:

- check the parent's request for transfer of care meets the contract of enrolment
- ensure a Police Vet for all persons over the age of 18 who reside at the homestay residence has been completed
- ensure the agreed person is known to the student and the parent/legal guardian
- ensure the agreed person takes responsibility for day-to-day pastoral care during agreed stay period
- provide a copy of the transfer plan to the parents
- arrange for the safe transport of the International School Learners
- communicate regularly with the residential caregiver and/or parent during the agreed period.

PROCEDURE FOR PARENTAL COMMUNICATION

- alert parents if there are concerns that the named approved person does not meet agreed criteria or any other areas for transfer of care
- keep a dated, written record of communications

This procedure was issued by the Principal November 2024.

This procedure will be reviewed on / before November meeting 2027.