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| Memo | |
|  |  |
| To: | Name of Your Site Manager, name of the Site |
| CC: | Name of Your Regional Commissioner, name of your region |
| From: |  |
| Date: |  |
| Security level: | IN-CONFIDENCE |
| This memo may contain legal advice and be legally privileged. It should not be disclosed on an information request, without further legal advice | |
|  | |

## APPROVAL FOR HOLIDAY TRAVEL ACROSS INTERNATIONAL BORDERSOranga Tamariki logo.

## PURPOSE OF MEMO

1. The Purpose of this memo is to seek approval of the Site Manager/Regional Commissioner to the plan for travel for the purposes of a holiday by name of child/young person to country

**ACTIONS**

1. The Site Manager/Regional Commissioner approves for the travel plan to proceed, based on the information provided in this report and the supporting documents attached.

**APPROVED/NOT APPROVED**

|  |  |  |
| --- | --- | --- |
| Name of SM OR RC  Name od Site  Oranga Tamariki—Ministry for Children |  | Date |

**Child’s or young person’s details**

|  |  |
| --- | --- |
| **Name(s) of child or young person and DOB(s)** |  |
| **Ethnicity (including iwi, village, clan, cultural group)** |  |
| **Citizenship** |  |
| **Legal status** |  |
| **Parents/Guardians** |  |
| **Current caregivers** |  |
| **Proposed Holiday caregivers** |  |
| **Relationship of proposed caregivers to child/young person** |  |
| **Current location of child/young person** |  |
| **Country child/young person will be travelling to** |  |
| **Other agencies involved (eg, Police, MFAT, INZ, DIA)** |  |
| **ICPU Endorsement (Name of ICPU staff member)** |  |

1. **Purpose of Overseas Travel**

Confirmation of the reason for travel (holiday with or without usual caregivers, school/sport, contact etc.) and a brief description of what’s proposed.

1. **Relevant Background and Current Situation**

Provide a short synopsis of the case, what the concerns were and how the decision has been made for the child/young person to go on holiday overseas. Include information about the current situation (i.e. Current care placement) for the child/young person.

1. **Guardians consent**

Who are the guardians, and have they given written consent to the travel? If not, have reasonable efforts been made to gain their consent, or are there valid reasons for the consent of a guardian not being sought, if so, what are they?

In the absence of consent of any guardian, or a disagreement between guardians, has the matter been referred to the Court for mediation/decision?

1. **View of Lawyer for Child**

What’s the view of Lawyer for Child, do they support the holiday occurring?

1. **Who is the child travelling with?**
2. **Who will assume parental responsibility while travelling?**

Who will have the authority to make day to day decisions as well as decisions of a guardianship nature if they are needed (if this is holiday travel without usual caregivers/guardians)?

1. **Social Work Plans**

What is the plan for this specific travel/holiday (for example visiting Water park or just enjoying holiday on the beach...).

1. **Contingency plan**

What will occur if the travel unexpectedly ends? Is the travel insurance in place?

Who will be involved in managing a contingency plan while the child is overseas?

1. **Financial plan**

Include any financial commitments which have been made to ensure there are no obstacles to the child’s rights and best interests being upheld while traveling overseas.

Costs need to be itemised.

Is there a financial plan that covers the travel, including flights, accommodation, transfers, expenses?

Does the financial plan cover the full costs of meeting the child’s needs and the support the caregiver requires? Refer to FGC decisions, Social Work Plans if this has been identified in these documents.

**Financial Approval for overseas travel costs**

|  |  |
| --- | --- |
| Item | Cost |
| Flights for child/ren |  |
| Flights for other (escort/caregiver/staff) |  |
| Accommodation (number of nights and cost per night) |  |
| Meals |  |
| Transport (Taxi/Train/Bus) |  |
| Incidentals |  |
| **TOTAL** |  |