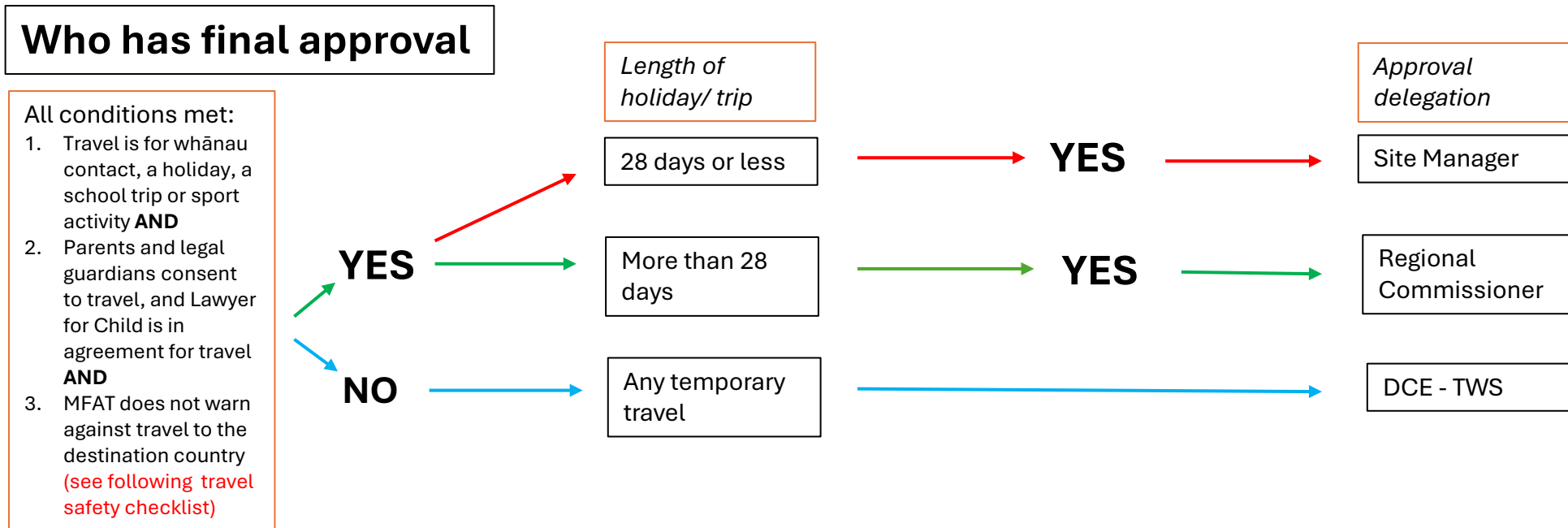
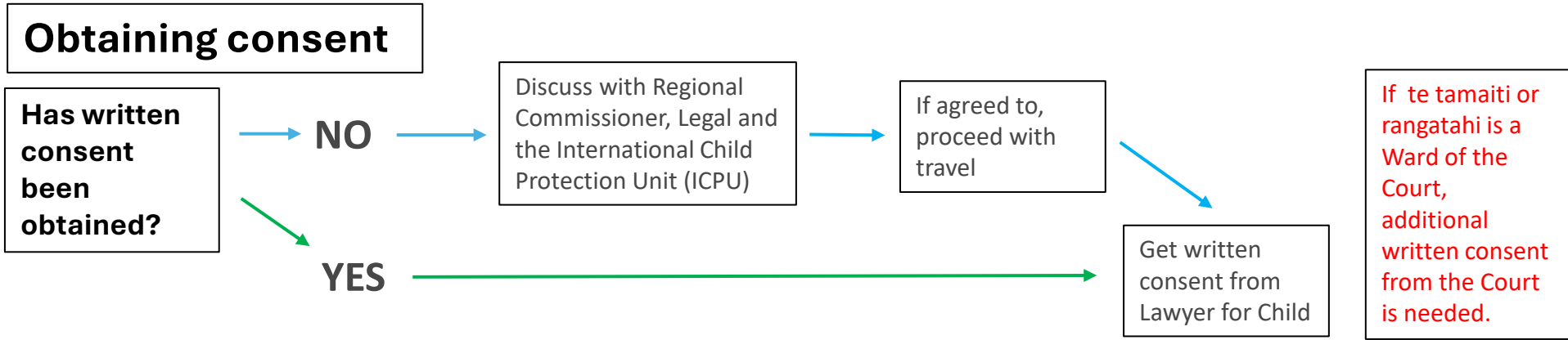


Checklists – Tamariki/rangatahi in care travelling overseas for a holiday

This resource covers:

1. Flowchart – consent and approval to travel overseas
2. Checklist – approval steps for overseas travel
3. Checklist – person providing care while overseas
4. Checklist – safety while travelling overseas
5. Checklist – arranging overseas holiday travel

1. Flowchart – Consent & approval to travel overseas



2. Checklist – Approval steps for overseas travel

- Education needs have been considered (if te tamaiti/rangatahi is missing time at school)
- Medical/medication or disability needs have been discussed with the adult in charge for te tamaiti or rangatahi (if applicable)
- Quote for travel has been obtained from Orbit (if Oranga Tamariki is paying)
- Additional factors Lawyer for Child has raised have been taken into account
- Travel memo has been completed
- ↳ Reviewed by Caregiver Social Worker
- ↳ Reviewed by Caregiver Supervisor
 - ↳ Reviewed and approved by Care and Protection Supervisor
 - ↳ Reviewed and approved by Site Manager *if Regional Commissioner sign-out is required*
 - ↳ Reviewed and approved by Regional Commissioner *if DCE Tamariki and Whānau Services sign-out is required*
- After-hours casenote put on CYRAS attaching all international travel documentation
- After-hours casenote put on CGIS attaching all international travel documentation

3. Checklist – Person providing care while overseas

- Te tamaiti/rangatahi is travelling with their usual caregiver
- Te tamaiti/rangatahi is travelling on a school or sports trip **without** their usual caregiver
 - ↳ The trip is appropriately organised and supervised
 - ↳ An adult who knows how to manage any decisions that may be required while away has been identified and agreed to perform this role
- Te tamaiti/rangatahi is **not** travelling with their usual caregivers and staying with temporary/holiday caregivers
 - ↳ [Request for overseas assessment of caregivers: holiday placement](#) form has been completed and emailed to the [International Child Protection Unit](#)
 - ↳ Overseas caregiver assessment has been completed
- Te tamaiti/rangatahi is being permanently placed overseas
 - ⊗ Refer [When Children and Young People Move \(Including Overseas\)](#) policy
 - ⊗ Do not proceed without contacting the International Child Protection Unit

4. Checklist – Safety while travelling overseas

The government [Safe Travel](#) website has been checked for travel advisories in place for the planned destination country.

↳ *Exercise normal safety and security precautions (previously “no significant security risk”)*

↳ *Exercise increased caution (previously “some risk”)*

↳ *Avoid non-essential travel (previously “high risk”)*

⊘ Do not proceed without contacting the International Child Protection Unit

↳ *Do not travel (previously “extreme risk”)*

⊘ Do not proceed without contacting the International Child Protection Unit

A contingency plan has been developed with the caregiver and other relevant adults in case the caregiver falls ill and is unable to look after te tamaiti/rangatahi while travelling

5. Checklist – Arranging overseas holiday travel

Booking (if Oranga Tamariki is paying)

- [CYRAS travel form](#) has been completed by Workplace Administrator
- CYRAS travel form has been approved by Supervisor
- CYRAS travel form has been approved by Site Manager

Travel insurance

- The [Financial Accounting Team](#) at National Office has been emailed to request travel insurance
- Confirmation of international travel insurance covering the duration of travel has been received
- Insurance details, including contact numbers, have been provided to the caregiver and other people as needed

Miscellaneous

- Copy of full travel itinerary has been obtained
- Contact details for te tamaiti/rangatahi have been obtained
- Contact details for the caregiver and other relevant adults have been obtained
- Travel movements of te tamaiti/rangatahi have been entered on the [Safe Travel](#) website