



KING WILLIAM'S COLLEGE

King William's College

Pupil Recruitment Travel Policy for Staff

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Next Review: 06/25

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This policy outlines the guidelines for staff members of King William's College and The Buchan School who travel internationally to recruit pupils. The objective is to ensure the safety, efficiency, and effectiveness of such travel, while maintaining fiscal responsibility and adherence to legal and ethical standards.

1. Scope

- a. This policy applies to all staff members of King William's College and The Buchan School engaged in international travel for the purpose of pupil recruitment.

2. Responsibilities

- a. Head of External Relations: Oversees the implementation of this policy and approves all international recruitment travel plans. If the Head of External Relations is the staff member travelling, or the Head of External Relations is unavailable, then all matters to be approved or communicated to Head of External Relations escalates to the Principal.
- b. External Relations Administrative Assistant: Plans, coordinates, and monitors international travel activities.
- c. Traveling Staff Members: Adhere to the policy and guidelines during travel.

3. Travel Authorisation

- a. All international recruitment trips must be approved by the Head of External Relations.
- b. Requests for travel must include a detailed itinerary, objectives, and estimated costs.
- c. Approval is based on the strategic importance of the destination, the potential for pupil recruitment, and budget availability.

4. Travel Arrangements

- a. **Booking:** All travel bookings, including flights, accommodations, and transportation, should be made through the School's approved travel agency Travel Counsellors (Antony Guy).
- b. **Class of Travel:** Economy class is standard for flights under 6 hours. Premium economy class is permissible for flights between 6 and 10 hours. Business class may be permitted for flights over 10 hours with prior approval.
- c. **Accommodation:** Staff should stay in hotels approved by Head of External Relations, ensuring safety, comfort, and proximity to recruitment events.

5. Travel Expenses

- a. **Per Diem:** A daily allowance for meals and incidental expenses will be provided. The per diem rate is determined by the destination country and should be used to cover meals, tips, and other minor expenses.
- b. **Expense Reporting:** Staff must submit a detailed expense report within two weeks of returning, including all receipts and justifications for expenses incurred. The school will reimburse legitimate expenses that fall within the approved budget.

6. Health and Safety

- a. **Travel Insurance:** The school will provide comprehensive travel insurance for all staff members on approved international recruitment trips.

- b. **Health Precautions:** Staff are responsible for obtaining necessary vaccinations and health advice for the destination country. Costs for required vaccinations will be reimbursed by the school.
- 7. **Emergency Contacts:** Staff must provide a detailed itinerary and emergency contact information to the Head of External Relations before departure.
- 8. **Conduct and Representation**
 - a. **Professional Conduct:** Staff must represent King William's College and The Buchan School professionally at all times, adhering to local laws and cultural norms.
 - b. **Promotional Materials:** Only approved promotional materials and presentations should be used during recruitment activities.
- 9. **Communication**
 - a. **Regular Updates:** Staff should provide regular updates to the Head of External Relations during the trip, including any changes to the itinerary or significant interactions with potential pupils or partners.
 - b. **Post-Trip Report:** A detailed report summarising the outcomes of the trip, including contacts made, recruitment prospects, and recommendations for future trips, must be submitted within 10 days of return.
- 10. **Time in Lieu**
 - a. **Allocation and Approval:** Employees required to work or travel on weekends or public holidays will be granted time in lieu (TIL) equivalent to the work or travel time, up to 7 hours per day, with prior approval from the Head of External Relations.
 - b. **Recording and Utilisation:** Employees must record travel time on non-working days and submit it for manager approval within one week of returning. TIL should be taken within three months of being earned, unless otherwise agreed upon.
- 11. **Compliance and Review**
 - a. This policy will be reviewed annually by the Head of External Relations to ensure it remains relevant and effective.