



INTERNATIONAL AND INTERSTATE EXCURSIONS POLICY

Policy Reference/Version – 62/2

POLICY STATEMENT

School excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted beyond the normal classroom experience. Brigidine College St Ives values the role of excursions in the teaching and learning experience and considers that international and interstate excursions are of significant educational value and allow opportunities for cultural and service learning.

PURPOSE

The College recognises the additional responsibility and level of care that must be taken when students are taken overseas or interstate. This policy is intended to clarify requirements for the planning of excursions of this nature to ensure that legal obligations are met and that the College values are upheld. It will also provide a formal procedure for obtaining the necessary approval for international or interstate excursions.

GUIDING PRINCIPLES

- The proposed tour must have educational value and align with the mission and values of the College.
- Determining the educational value of an interstate or international tour must consider the needs and resources of the school, the needs of the students, the financial pressure on the parents and the total learning program.
- The *Interstate and International Tour Guidelines* must be read by the staff wishing to conduct group student travel prior to the submission of any proposal. There should be no discussion with students until the Principal has signed the 'in-principle' agreement.
- Proposals must be submitted at least 6 months ahead for an interstate tour and 18 months ahead for an international tour.
- Duty of care is the highest priority. It is the moral and legal responsibility of the school to ensure that the tour leader and accompanying staff are aware of their responsibilities and can provide the necessary care and supervision of students in a higher risk environment.
- All transport, accommodation and activities arrangements must reflect the heightened risk of travelling to distant locations for extended periods of time.
- A reputable, experienced, fully credited travel service provider must be employed to meet the requirements of the specific tour.
- A detailed risk assessment must be completed and a risk management plan developed before approval of the tour. For international excursions, the Broken Bay Diocesan risk assessment tool is used.



- Signed consent forms and medical information are to be obtained from parents or caregivers.
- Parents and students will be provided with regular information about payments, timelines, procedures, behaviour expectations and requirements for travel.
- The tour group leader will maintain records of all arrangements, expenses and decisions. During the tour, regular updates on the progress of the tour will be provided.

RELATED DOCUMENTS

- Anti-Bullying
- Child Protection
- Critical Incident
- Dispensing Medication
- Excursion
- Privacy
- Student Management and Discipline
- Student Wellbeing

RESPONSIBILITY FOR POLICY

Director Cocurricula