



OVERSEAS TRIPS

Contextual Statement

The College recognises the educational value of overseas trips that are integrally linked to curricular and co-curricular programmes offered to students. All overseas trips are viewed as educational experiences for students and staff and so the accompanying guidelines form part of the College's Teaching and Learning Policy.

Policy Statement

The College endorses the educational value of overseas experiences for its students and staff. Such trips will be conducted in a manner that is legally responsible, financially viable, adequately planned and generally accessible to the appropriate student and staff population given a good lead-time.

Scriptural Context

God saw every thing that he had made and, behold, it was very good. (Genesis 1:31)
My father was a wandering Aramean. (Deuteronomy 26:5)

Implementation

College procedures can be updated at any time by the Leadership of the College in response to changes in internal or external operating conditions impacting upon areas such as overseas trips.

Overseas Education Experiences - Procedures:

1. Any proposed overseas trip must have clearly demonstrable educational benefits for students and staff including:
 - improving language skills of participants;
 - providing tangible cultural immersion opportunities;
 - demonstrable links to the College's mission and social justice programmes;
 - a logical extension activity within a College co-curricular programme, for example sport, music or performing arts; and
 - links to suitable follow up activities.
2. Trips must have a designated planning period of at least 12 months. All overseas trip proposals must include a detailed educational rationale for the trip. Trip proposals must be submitted to the College Leadership Team for approval. The Leadership Team will make a recommendation to the College Headmaster who will provide final approval for any trip to proceed.

3. Overseas trips must not place staff or students in any situations which could be deemed as unsafe. All overseas trips shall meet the minimum safety guidelines for overseas travels and will heed safety warnings issued by the Department of Foreign Affairs and Trade (DFAT) (Smart Traveller). To ensure the safety of trip participants, the Headmaster shall have the discretion to cancel trips without notice based upon DFAT advice, even in situations where this may result in a financial loss for the College and tour participants.
4. Overseas trips should be scheduled in a logical and sequential manner so as to allow for adequate financial planning by families who wish to become involved. The College will publish a plan of regular and anticipated one-off overseas trips to enable families to plan and budget to enable their son(s) to experience overseas educational opportunities.
5. The Headmaster will appoint staff for each trip taking into account the expertise and experience of staff members and their capacity to increase educational outcomes for trip participants. The College recognises the value of a variety of staff attending overseas trips with students as a part of the College's staff professional development programme.
6. The number of staff involved in overseas trips will be subject to adequate staffing ratio guidelines established for overseas trips. In general the cost of trip for students, where practicable, will cover the cost of staff participating in the tour. Staff will be afforded a daily meal allowance, to be approved by Headmaster, to contribute to the costs associated with being away from home for an extended period.
7. Staff involved with overseas trips who are in excess of accepted staff-student ratios will pay the same amount as students. If these staff members are to be called on to contribute to the educational experience for students, the Headmaster will have the discretion to grant staff members a daily meal allowance to contribute to the costs associated with being away from home for an extended period and other subsidies subject to the nature of the trip and the number of participants to bear the cost of such allowances and subsidies.
8. The cost of proposed overseas trips should not be seen as being cost prohibitive to the majority of families within the College. In the promotion of overseas trips, due care must be taken to avoid creating undue pressure on families to participate in such excursions.
9. Overseas trip proposals must also give consideration to the Edmund Rice ethos of the College, in particular the inclusive nature of the school. In liaison with the Business Manager consideration should be given to providing opportunities for students who are deemed to be financially disadvantaged in their capacity to pay College tuition fees and for experiences such as overseas trips. Consideration will only be given to families who have made an appointment to discuss their financial situation with the College Business Manager.
10. Staff organising overseas trips must submit a list of prospective participants to the Headmaster who will discuss the list of candidates with Business Manager before finalising the list of attendees. Families who have are significantly behind in meeting their tuition and/or boarding fee commitments and have made no effort to discuss the situation with the Business Manager will be ineligible to attend such trips. The Headmaster shall have the discretion to determine appropriate arrangements with families who are deemed to be financially disadvantaged.

11. Students are encouraged to contribute to the cost of the trip by fundraising activities, subject to the approval of the Student Council and College Leadership. 12. As a matter of principle, overseas trips should cause minimal disruption to the normal educational programmes of the College and will generally occur during vacation time. However the Headmaster shall have the discretion to permit an overseas trip to occur at times outside vacation time should circumstances require it.
13. Excursion Contingency Plans should be submitted as part of the general proposal. They should include plans for emergency repatriation of a supervisor or a student and if necessary the replacement of a supervisor. The plans should also address how the costs involved will be met. This may be addressed by nominating the College, the parents or a suitable insurance policy for the excursion.
14. The trip organiser must meet with the College Business Manager to ensure that all matters pertaining to insurance for the trip have been covered and that this information is communicated to families in a clear and timely manner.
15. The trip proposal should set up a clear structure for communication between parents, students and the College and include the designation of a person or persons available at all times during the trip to facilitate this communication.
16. A credit facility should be made available to supervisors for the duration of the trip to manage emergency contingencies.
17. As part of the trip proposal, families should be advised about payment options available through the College and the trip payment schedule, including the levying of a non-refundable deposit for all trips. Except in circumstances approved by the Headmaster, families will not be able to place the cost of the trip on the family tuition fee account.
18. The College encourages the involvement of volunteers on overseas trips in circumstances where it will improve the safety for participants or enhance the educational outcomes for students. All volunteers on overseas trips must comply with all guidelines as specified within the College's Volunteers Policy.
19. Where possible all overseas trips should be accompanied by a medically trained person. Where students are travelling to isolated locations or are involved in physical activities that could subject them to injuries this person must be a medical doctor. For trips with a lower risk of student illness or injury occurring, the medical person could be a nurse or person holding a recognised work place first aid qualification, incorporating oxygen resuscitation qualifications.
20. The College will undertake to use only accredited travel agents with extensive experience in school related travel to ensure appropriate arrangements are in place for overseas trips.

Status of Policy: Ratified by the College Board, 2013

Review: 2018