



## OVERSEAS AND INTERSTATE TOURS POLICY

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### CONTEXT:

Sacred Heart College supports organised tours where participants shall be students currently enrolled at the school, parents of students currently enrolled at the College, supervising teachers or other persons approved by the school. All tours should be in harmony with the school's philosophy and Vision Statement and management of tours should ensure that the good name of the school is upheld at all times.

### PRINCIPLES:

Interstate and international tours, whether they are associated with academic, pastoral, cultural or co-curricular pursuits will be conducted according to the following principles:

1. That all proposed tours are directly linked to the academic, cultural, faith-formation, co-curricular and / or pastoral care programs of the school;
2. That travel and the opportunity to experience other cultures, societies, communities and peoples, can be an important aspect in the healthy growth and development of young people;
3. That all tours will have enunciated aims and rationale congruent with the ethos of the school;
4. That thorough planning will be undertaken which will ensure the safety and welfare of the staff and students who participate;
5. That costs will be kept to a minimum to enable all interested students access, and to not exclude the poor and disadvantaged;
6. That fundraising will not compromise fundraising for charitable, mission and justice initiatives related to the Catholic ethos of the school;
7. That full observance of the requirements associated with the Department of Foreign Affairs will be followed in the event of overseas travel;
8. That all participants will act as ambassadors of the school and promote the cause of Marist education;
9. That in any calendar year the school will organise only one academic/cultural, one co-curricular overseas tour will be undertaken in order to minimise disruption to learning and reduce the impact of financial burden associated with resourcing;
10. That religious observances such as Mass on weekends are part of the planning and management of interstate and overseas tours.

### PROCEDURES:

The following procedures must be followed when proposing, planning for and conducting an overseas of interstate tour:

#### 1. APPLICATION FOR A TOUR

Interstate / overseas tours will be the object of formal proposal to and approval by the College Leadership Team. In the normal course of events, the application would be forwarded one year in advance of the proposed tour. The proposal will include:

##### 1.1 Proposal Outline (1 A4 Page)

- Nature of the tour - a brief statement outlining the purpose of the tour and the expected benefits.
- Departure date / return date
- Numbers participating – include the names of students, staff and parents
- Fundraising target

DATE APPROVED: June 2008

DATE FOR REVIEW: June 2011

## 1.2 Fundraising Plan

The achievement of sufficient funds to run the tour is a key issue. A **Fundraising Plan** should be compiled listing:

- nature of activities and amounts to be raised
- schedule/calendar of events

Any events planned should be included on the school calendar and should, where possible, avoid any clashes with other school activities. In particular, Lent should generally be avoided for fundraising, as the focus during this time is on works of charity, mission and justice.

## 1.3 Budget

A formal budget must be submitted before the tour can be approved. Any changes/amendments to budget during the pre-tour events must be notified.

*Suggested structure:*

<b>INCOME</b>	<b>EXPENDITURE</b>
Functions (detail)	Functions
Sponsors	Raffles
Donations	Travel costs -air fares
Raffles	-accommodation
Others....	-passports/visas
	Insurance
	Others....
<b>TOTAL</b>	<b>TOTAL</b>

## 2. ORGANISATION AND PLANNING

### 2.1 Organising Committee

There should be an organising committee which must include at least one staff member. This person will be the link between the school and the organising committee. The Organising Committee will consist of:

Office bearers - chair, secretary and treasurer

Committee - fundraisers, helpers, students etc.

CHAIR:	conducts meetings-raises funds-prepares meeting agendas
TREASURER:	prepares budget-raises funds-prepares financial statements-banking
SECRETARY:	keeps minutes, prepares agendas, raises funds, licences permits correspondence etc.

### 2.2 Tour Plan

How the tour will be conducted: -itinerary  
-fundraising strategy  
-program of events, fundraisers etc.

### 2.3 Regular Meetings

Minutes of meetings must be kept and a copy provided to the school.

### 2.4 Regular Reporting

Budget must be submitted before approval can be given. Any changes to the budget or other significant amendments must be notified.

### 2.5 Contingencies

A formal record via minute should provide for the distribution of funds to the school if the tour does not proceed.

### 3. TOUR REQUIREMENTS

**3.1** In the case of **Overseas and Interstate** Trips, the following conditions need to be met:

3.1.1 That students are accompanied by at least two authorised excursion staff. The minimum ratio is 1:15 students. However, there must be a minimum of two excursion staff for all trips, one of whom is a registered teacher at Sacred Heart College. Any adults not employed by the school who accompany tours are required to undergo Police Checks and to conform to Child Protection Legislation.

3.1.2 That a school contact person be nominated. This person must be contactable at all times for the duration of the activity and have copies of:

- The names of all participating students and staff
- The mobile phone contacts of any participating staff
- The email contacts of any participating staff
- The family contact details for all participating students and staff
- Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details
- Copies of parental consent and medical advice forms
- Emergency/contingency plans
- In the case of Overseas Trips, the contact details of the Australian embassy or High Commission in the country of destination. The school contact person must keep the teacher in charge up to date with any relevant information from the Department of Foreign Affairs about the country of destination by checking the website [www.dfat.gov.au](http://www.dfat.gov.au) at regular intervals

The school contact person should be able to communicate readily and quickly with the travelling party and must be kept up to date by the travelling party on any variations to the itinerary.

In the case of emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the school contact person would:

- Immediately contact the Principal and authorities and provide them with the necessary information
- Act as a liaison between the school, emergency services and parents, accepting that this role in an emergency might be otherwise allocated within the school.

3.1.3 That the Deputy Principal and Front Office Reception be provided with copies of:

- The names of all participating students and staff
- The mobile phone contacts of any participating staff
- The family contact details for all participating students and staff
- Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details.

3.1.4 That the accompanying excursion staff take a mobile phone for emergency contact at all times;

3.1.5 That all excursion staff undertake their duty of care obligations carefully, mindful of the fact that they are on duty throughout the entire trip;

3.1.6 That in accordance with the religious practices of a Catholic school, attendance at Mass on Sundays is a requirement, and be included in the planning and itinerary for trips, except where impractical due to travel or unavailability;

3.1.7 That the accompanying forms are completed, including a detailed itinerary (See Appendices)

- 3.2 In the case of **Overseas Trips**, the following conditions also need to be met:
- 3.2.1 That prior to the commencement of travel, the teacher in charge contacts the Department of Foreign Affairs to ascertain any risks associated with the travel plans. The Department needs to be provided with the details of the excursion, the number of students and staff involved and the duration of the trip, so that accurate and informed advice can be obtained. The teacher in charge should carefully note any advice which is obtained and ensure that it complies with any advice provided. Parents should be consulted and informed regarding any advice received from the Department of Foreign Affairs on [www.dfat.gov.au](http://www.dfat.gov.au)
- 3.2.2 The teacher in charge must register with the Australian Embassy in the country of destination. All student and staff names should be lodged with the Embassy together with a copy of the group's itinerary.
- 3.2.3 All participants must take out travel insurance, after consultation with the Business Manager. It is preferable to organise travel insurance before making deposits on travel, accommodation, study tours or course fees. Whatever insurer is selected, it should ensure a broad cover, including cover in the event that the trip is cancelled at short notice for safety reasons or in response to extenuating circumstances.
- 3.2.4 That students and their parents are clearly informed that the Principal has the right to qualify or withdraw his/her approval for trips at any time if the political situation deteriorates or for any other safety reason. In this respect, the Principal will be guided by the Department of Foreign Affairs and/or the Minister of Education and the Minister's advice to DECS schools. It is possible in these circumstances that travel may be cancelled at short notice.
- 3.2.5 That the Principal in consultation with the College Leadership Team, will have the right to preclude students who do not demonstrate sufficient maturity / responsibility in the day to day behaviours at school. Other militating circumstances such as family finances and payment of tuition fees may feature in a decision to prevent a student from attending an overseas or interstate tour.
- 3.2.6 That in the event that the trip is cancelled, parents and students are informed that reimbursement of costs should be sought from the travel insurer. Sacred Heart College will not be liable for any reimbursement of expenses (or any loss or damage) incurred by participants if the trip is cancelled and the insurance cover does not provide reimbursement in the circumstances.
- 3.2.7 Travel to North America, central or Western Europe, the United Kingdom, New Zealand or Japan does not normally require vaccinations. Brief stopovers in Bangkok, Singapore or Hong Kong do not usually require vaccinations. For any other destination, the teacher in charge must seek up to date advice and forward information to participants and parents. Health information can be obtained from:
- Health Services Australia, Travel Vaccination and Health Advisory Service, 55 Currie Street, Adelaide. Ph 8468 6083
  - Any other medical service specialising in overseas medicine and vaccination.

## Policy Update

This policy will be revised in 2011.

## References

Catholic Education S.A. - Procedures for Taking Students On Overseas Trips

## Appendices Attached:

- Appendix A: Proforma: Parent Excursion Consent – Interstate and Overseas Trips  
Appendix B: Confidential Medical Information For School Approved Excursions  
Appendix C: Confidential Staff/Volunteer Health Form

**1. Title of excursion****2. Destination of excursion****3. Date(s) of excursion****4. Information about the excursion – see Attachment**

*Note 1:*

*Information including some or all of the following (depending on the nature of the excursion) is included in the accompanying attachment)*

- *departure and return time*
- *a full itinerary detailing all activities including ‘free time’ arrangements (if any)*
- *full details regarding site contact details*
- *contingency plans, including alternative program*
- *staff members and authorised volunteers names*
- *cost (and refund policy)*
- *travel insurance (overseas trips)*
- *passport requirements (overseas trips)*
- *clothing and equipment needed*
- *vaccinations needed (if any)*
- *name of School Contact Person and contact details (24 hour contact details) and instructions regarding contact*
- *other matters that may apply, such as behaviour, dress, selection of students (if places are limited).*

**Please note:** *Parents will be provided with a copy of all documentation including copies of signed forms. School contact person will have copies of all documentation including copies of all signed forms. Teacher in charge will take copies of signed forms and copies of all passports of students and staff on trip.*

**5. Student behaviour**

I acknowledge that during the excursion, acceptable standards of behaviour will be expected of the students. I agree that my son will be subject to the authority of the supervising staff.

I accept that my son must comply with the school policy in respect of the use of alcohol and illegal and prohibited substances.

I accept that in the event of any unscheduled or ‘free time’, students must always remain in pairs as a minimum and must not depart from the group at any time without the consent of the supervising teacher.

I understand that in the event of my son’s serious misbehaviour during the excursion, he may be sent home under appropriate supervision. I further understand that in such circumstances I will be informed and that any costs associated with his return will be my responsibility.

In the event that the supervising staff, the Deputy Principal or the Principal deem it inappropriate for supervising staff to leave the tour to escort a student home, then the Deputy Principal and/or the Principal may, at their discretion, dispatch staff from Adelaide to retrieve the student to be sent home and to escort that student home. I understand that in that event, I will be informed and that any costs incurred associated with the retrieval staff member and / or my son will be my responsibility.

**6. Parent consent**

I have read all of the above information provided by the school in relation to the above excursion including any attached material.

I give permission for my son to attend.

	Student (name)
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Parent/guardian 1

	<i>(name)</i>
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	<i>(Signature)</i>
--	--------------------

	<i>(date)</i>
--	---------------

Parent/guardian 2

	<i>(name)</i>
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	<i>(Signature)</i>
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	<i>(date)</i>
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**7. Student Consent**

I have read all of the above information provided by the school in relation to the excursion including any attached material.

I agree that I will behave in a courteous and cooperative manner with accompanying staff and students.

I agree that I will abide by the school's policies in relation to the use of alcohol and illegal and prohibited substances.

I agree that I will respect the authority of supervising staff and that I will obey all reasonable instructions.

I agree that I will be respectful of varying cultural, social and religious situations that may require specific behaviour and or specific clothing.

I agree that I will never depart from the group unaccompanied or without permission and will take care to protect my own safety as well as the safety of others in the group at all times.

I accept that in the event of any unscheduled or 'free time', I must always remain in pairs as a minimum.

I understand that in the event of my serious misbehaviour during the excursion, I may be sent home under appropriate supervision.

	<i>(Signature)</i>
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	<i>(Date)</i>
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Note 2:

Parents should also complete the form 'Confidential medical information for approved excursions', and should sign 'Consent to medical attention'.

This information is intended to assist the school in case of any medical emergency involving your son. All information is held in confidence.

**Son's name**

**Date of birth**  **Year level**

**Parent's/guardian's full name**

**Address**  **Postcode**

**Emergency telephone numbers**  **After hours**  **Business hours**

**Name and address of family doctor**

**Medicare no.**

**Medical/hospital insurance fund**  **Contribution no.**

**Please tick if your child suffers any of the following:**

- |   |   |  |   |  |
|---|---|--|---|--|
| <input type="checkbox"/> Bed wetting        | <input type="checkbox"/> Fits of any type | <input type="checkbox"/> Heart condition | <input type="checkbox"/> Asthma           | <input type="checkbox"/> Diabetes        |
| <input type="checkbox"/> Dizzy spells       | <input type="checkbox"/> Sleepwalking     | <input type="checkbox"/> Blackouts       | <input type="checkbox"/> Migraine         | <input type="checkbox"/> Travel sickness |
|   |   |  | <input type="checkbox"/> Anxiety disorder |  |
| <input type="checkbox"/> <b>Other</b> _____ |   |  |   |  |

**Allergies to:**

- |   |  |
|---|--|
| <input type="checkbox"/> Penicillin _____ | <input type="checkbox"/> Other drugs _____ |
| <input type="checkbox"/> Any foods _____  | <input type="checkbox"/> Other _____       |

What special care is recommended? \_\_\_\_\_

Is there a Medical Management Plan in place?  Yes  No

Does the school have an up to date copy of the Medical Management Plan?  Yes  No

If no, Are you aware of any medical emergency that could arise?  Yes  No

Please provide details of emergency and how to recognise it?

Emergency Treatment:

Tetanus immunisation – year of last tetanus immunisation

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

**Tablets and medicines** – Is your child presently taking tablets and/or medicine?  Yes  No

If yes, please state name of medication, dosage tc.

All medication containers must be labelled with your child’s name, the dose to be taken, specific storage conditions, and when it should be taken. For customs processes, you must enquire with your doctor whether it is necessary for your child to carry a letter from the doctor confirming that the medication is prescribed by a registered medical practitioner. If it is necessary or appropriate for your child to carry his or her own medication (for example, asthma puffers or insulin for diabetes) it must be with the knowledge and approval of both the teacher-in-charge and yourself.

Previous experience – Is this the first time your child has been away from home?  Yes  No

### CONSENT TO MEDICAL ATTENTION

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise:

- The teacher-in-charge(insert name) \_\_\_\_\_as my nominee to give consent to the appropriate medical or dental authorities for my child where such authorisation is required eg general anaesthetic, blood transfusion etc. I give this consent on the understanding that the teacher-in-charge will, if at all possible, contact me by telephone prior to consenting to the administration of medical or dental treatment by the medical practitioner, dentist or hospital concerned. However, if the medical or dental practitioner considers that the medical or dental treatment should be administered immediately, and the teacher-in-charge is unable to contact me, I authorise the teacher-in-charge to consent to the administration of medical or dental treatment.
- The supervising staff to administer such first aid as the teacher-in-charge may judge to be reasonably necessary.
- I understand that in the event of illness or accident to my child, I will be responsible for all associated costs and charges, including ambulance transportation. It is a requirement of the College that students involved in overseas travel take out travel insurance as detailed in the Attachment. Please ensure that any documents relating to travel insurance are kept in a safe place.

Signature of parent/guardian 1

(date)

Signature of parent/guardian 2

(date)

STATUTORY DECLARATION

I (Parent/guardian - full name)\_\_\_\_\_ and

(Parent/guardian – full name)\_\_\_\_\_

do solemnly and sincerely declare that I am/we are the parents of: (Full name of child

\_\_\_\_\_

(Aust passport number:\_\_\_\_\_

hereby appoint::

Name of Teacher in Charge \_\_\_\_\_

And

Name of other nominated supervising Teacher \_\_\_\_\_

As guardians giving them jointly or severally, authority to take action in my absence to safeguard my son’s health, safety and welfare while he is travelling with the above mentioned staff members on his school approved excursion. This incorporates the need to seek any appropriate medical or dental attention in the event of sickness or accident should such a situation arise.

**This form must be signed in the presence of a JP or solicitor:**

Declared at \_\_\_\_\_ South Australia on

This \_\_\_\_\_ day of \_\_\_\_\_ 200\_

Signed by Parent/guardian 1: \_\_\_\_\_

Signed by Parent/guardian 2: \_\_\_\_\_

Before me (JP or Solicitor):\_\_\_\_\_

Title and full name:\_\_\_\_\_

CONFIDENTIAL  
STAFF/VOLUNTEER HEALTH FORM

**FAMILY NAME**

**GIVEN NAMES**

**DATE OF BIRTH**

**RESIDENTIAL ADDRESS**

**HOME PHONE NUMBER**

**EMERGENCY DETAILS**

**MEDICARE NUMBER**

**DOCTOR'S NAME**

**DOCTOR'S TELEPHONE**

**AMBULANCE COVER** YES / NO

**PRIVATE HEALTH COVER** YES / NO

**FUND**

**EMERGENCY CONTACT**

**NAME OF CONTACT 1**

**RELATIONSHIP (optional)**

**TELEPHONE NUMBER**

**NAME OF CONTACT 2**

**RELATIONSHIP (optional)**

**TELEPHONE NUMBER**

1. **Health care details**

1. Do you have any medical condition or other health care concern which we should be aware of, including allergies? Yes/No

Please provide details:

2. Are you aware of any medical emergency that could arise?  Yes  No

Please provide details of emergency and how to recognise it?

Emergency Treatment:

Are you immunised against tetanus?  Yes  No

Date of last tetanus booster? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Medical Consent**

In case of emergency, and in the event that I am unable to give consent at the time, I give \_\_\_\_\_ and/or \_\_\_\_\_ of Blackfriars Priory School permission to use his or her judgment in obtaining any medical attention which he or she considers necessary. I consent to my doctor or medical specialist being contacted in an emergency.

***To the best of my knowledge I am fit and able to undertake this school approved excursion to***

***\_\_\_\_\_ . I am aware of the activities that will be undertaken and of the duration of the trip.***

*(Signature)*

*(Date)*

**2. Work related Activities**

- 2.1.1 If the employee suffers a work-related injury, the employee must:
- 2.1.2 Immediately report that injury, in writing, to the teacher-in-charge. The report should state:
  - 2.1.2.1 the date and time of the injury
  - 2.1.2.2 the location or address where the injury occurred
  - 2.1.2.3 the nature of the injury
  - 2.1.2.4 how the injury occurred
  - 2.1.2.5 ensure that you sign the report
- 2.1.3 The teacher-in-charge will countersign your report and return it to you.
- 2.1.4 If possible, a doctor’s certificate should be obtained and carefully retained together with your report
- 2.2. Upon return to Adelaide, the employee will immediately notify the school of any work-related injury, complete the appropriate forms, and keep careful records and documentation relating to the injury.
- 2.3. **Please note:** Volunteer supervisors are not eligible for workers compensation but may be eligible for assistance under the Accident Policy which the school holds for authorised volunteers. Careful records should be kept as above and inquiries made to the school upon return.

**3. Personal Effects, Vehicles and Travel**

- 3.1 The school will not be responsible in any way for any claim by the employee or volunteer or by another entity relating to the loss or damage to personal effects and property of the employee/volunteer in any way connected with the overseas study. (However, we recommend that the participating staff take out travel insurance to cover such possessions.)
- 3.2 The school will not be responsible for any claim by the employee, volunteer or any other entity relating to loss or damage to any property (including vehicles) of any type whether or not the employee or volunteer is involved in any way in the cause of this loss or damage.
- 3.3 The school will not be responsible for any claim relating to travel delays or stoppages.

**4. Reasonable Care**

- 4.1 The employee or volunteer undertakes to exercise reasonable care and to take all precautions to protect the employee’s or volunteer’s own health and safety as well as that of other persons with whom the employee or volunteer comes into contact.

**5. Misconduct**

- 5.1 The employee or volunteer will at all times while on interstate or overseas excursions behave in a responsible, polite and courteous manner, and, particularly, will not do, or omit to do, anything which causes students, employees or volunteers or the school any loss of reputation or embarrassment.

**6. Illness**

- 6.1 **Except** to the extent of any coverage of the employee or volunteer under any insurance or workers compensation policy kept on foot by the school, the school will not be responsible for any costs, loss or damage associated with any illness which may affect the employee while overseas.
- 6.2 I have read and I understand the terms and conditions as detailed above:

**EXECUTION:**

**Signed by the Employee**

<i>(Signature)</i>
<i>(Signature)</i>

<i>(Date)</i>
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<i>(Date)</i>
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EMPLOYEE or VOLUNTEER: When you have signed this document please forward

**ALL pages to** \_\_\_\_\_

**PLEASE NOTE: A copy of the signed Agreement will be forwarded to you for your records**