



## POLICY AND PROCEDURES

# SCHOOL TRIPS- INTERSTATE AND OVERSEAS

Revised: 2016  
Due for Review: 2021

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**Rationale** Interstate and Overseas trips are considered to be part of the educational experience. It is the view of the College that such experiences can be of considerable value to our students and given the willingness of the staff to conduct them, these activities will be supported.

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### Principles

1. All students are welcome to submit their interest in attending trips.
2. Students and their families need to be able to fund the costs of the trip.
3. The student's family needs to be of good financial standing with the College for a student to attend a trip that is 'incidental' to the educational program.

The term 'good financial standing' means that there are no prior year's outstanding fees for the student and that for the year in which the trip occurs the family has entered into an approved repayment arrangement for that year's fees. Parents will be notified by the Business Manager if a student is not in 'good financial standing' with the College at that time. They will be given the opportunity to rectify the outstanding debt by either paying in full or by an approved repayment plan.

4. Students need to have a good record of behaviour to be able to attend a school trip. Certain trips may have particular requirements for students to be able to attend, for example, a student may need a skipper's ticket for a marine trip.
5. School trips are to be regarded as an extension of the College and the same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the trip.
6. A duty of care exists at all times, as a teacher/student relationship exists throughout the trip.
7. On interstate or overseas trips, staff shall be apprised of and shall follow any local mandatory reporting requirements in relation to Child Protection.

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### Procedures and Guidelines

1. Approval to conduct a school trip must first be sought from the Executive.
2. Once a trip is advertised, expressions of interest will be collected from the students.
3. Approval for a student to attend will then be sought by the Trip Coordinator from the student's Home Room teacher, House Leader, Deputy and the Business Manager. Students may need to

meet other criteria, such as academic commitment and demonstrated support for the College ethos.

4. If all relevant approvals are received, then the students will be placed on an accepted list. In cases where there are more accepted students than places available, there will be a public ballot to select those who will attend the trip.
5. In cases where a student's behaviour has been borderline, then he/she may be placed on probation prior to the trip commencing. Failure to meet expectations may mean the loss of a place on the trip and may result in the loss of any deposit.
6. Students shall not be allowed to attend a school trip unless written permission is granted by the parent or guardian. The permission note shall outline details, such as the method of transport and the activities to be undertaken. *Note: schools who have students who board away from home may have different operational requirements when notifying parents of camps and excursions.*
7. Planning for school Trips shall be in accordance with *Catholic School Guidelines* and cover:
  - 7.1 the medical requirements of participants
  - 7.2 the student to adult ratio
  - 7.3 the medical kit required and the first aid qualifications of staff in attendance
  - 7.4 the duty of care of staff, including a ban on intoxicating substances
  - 7.5 appropriate Working with Children Checks for Supervisors and Volunteers
  - 7.6 transport arrangements, including applicable motor vehicle licences.
8. At the conclusion of the camp a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
  - 8.1 the adequacy of the camp site
  - 8.2 recommendations for the future use of the camp site
  - 8.3 the overall management of the camp
  - 8.4 any injuries that occurred
  - 8.5 the achievement or otherwise of the objectives of the camp
  - 8.6 other information relating to specific incidents on the camp
  - 8.7 any other information which may assist in the planning of future camps.

## **Staff/Spouse Trip Guidelines**

### **Principles**

1. Where an Excursion/Retreat/Camp that is 'integral' to the education program of the College is required or 'best suited' to take place during a holiday period, staff required to attend shall be awarded 'days in lieu' on a basis of one day in lieu for every one day they are required to be available for the purposes of the event.

Such days shall be taken at mutually agreed time(s). The Executive of the College will indicate if 'time in lieu' is to be offered during the formal approval process of each event.

2. Where a Camp/Excursion/Retreat that is 'incidental' to the education program is required or 'best suited' to take place during a holiday period, a staff member may request for their spouse to accompany them. Each request will be considered by the Principal who will give consideration to the timing of the event, the duration of the event, the nature of the event, the individual circumstances of the event and any benefits or otherwise of the spouse's presence upon the participants or the nature of the event itself.

Where permission is granted for the spouse to attend, the spouse shall attend as a member of the group and in a full paying capacity. The spouse would be expected to immerse themselves as fully as possible within the activities of the event as outlined in the Itinerary and must agree to follow the directions of the event leader.