



SCHOOL TRIPS – INTERSTATE AND OVERSEAS

Revised: 2019
Due for Review: 2023

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 students and given the willingness of the staff to conduct them, these activities will be supported.

Principles

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

The term 'good financial standing' means that there are no prior years' outstanding fees for the student and that the family has entered into an approved payment arrangement for the school year in which the trip falls. Families will be notified by the Business Manager if they are not in 'good financial standing' with the College. Families who do not meet the requirements may be granted 'good financial standing' by bringing their account up-to-date and entering into an approved payment arrangement to ensure that the year's fees are paid by the end of the school year.

4. The student needs to have a good record of behaviour to be able to attend a trip. Certain trips may have particular requirements for students to be able to attend (eg the 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 trip must first be sought from the Executive.
2. Once a trip is advertised, expressions of interest will be collected from students.
3. Approval for a student to attend will then be sought by the Trip Coordinator from the student's Home Room teacher, Head of House, Director of Students and the Business Manager. The student may need to meet other criteria, such as academic commitment and support of the College ethos.
4. If all relevant approvals are received, then the student 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 the student's behaviour has been borderline, 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 could result in the loss of any deposit.
6. The student is unable to attend a trip unless written permission is granted by their parent or guardian. The permission note is to outline details, such as the method of transport and the activities to be undertaken. *Note: The organiser of the trip needs to be aware that students who board away from home may have different operational requirements in relation to notifying parents/guardians or other associated arrangements.*
7. Planning for trips shall be in accordance with the policies of Catholic Education Western Australia and cover:
 - 7.1 the medical requirements of students
 - 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 trip a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
 - 8.1 the adequacy of the accommodation
 - 8.2 recommendations for future accommodation
 - 8.3 the overall management of the trip
 - 8.4 any injuries that occurred
 - 8.5 the achievement or otherwise of the objectives of the trip
 - 8.6 other information relating to specific incidents on the trip
 - 8.7 any other information which may assist in the planning of future trips



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Staff/Spouse Trip Guidelines

1. Where a trip 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).
2. Where a trip that is 'incidental' to the education program is required or 'best suited' to take place during a holiday period, 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 a 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.