Overseas and Interstate Trip Policy

Rationale

As a school within the Edmund Rice Education Australia network, St Bernard's College provides opportunities for students to develop relationships of solidarity across borders; learn about global justice issues; provide opportunities for educational growth; join with others as part of a common humanity; and act together for justice and peace in our world. Through offering opportunities for overseas trip we hope to inspire our students in their educational and faith journey and connect them with the educational and faith journey of others.

Aims

This policy aims to ensure that any proposed overseas trip is consistent with the College Mission and Vision statement and has clearly demonstrable educational benefits for participants, which may include:

i. Improving the language skills of participants.
ii. An extension of the curriculum.
iii. Tangible cultural immersion benefits.
iv. Demonstrable links to the College’s mission and social justice programmes.
v. A logical extension activity within a College co-curricular programme, for example sport, music or performing arts.

Procedures

1. In planning a trip a comprehensive proposal must be presented to the College Executive for approval 12 months prior to the proposed trip. It must include aims, staffing, destinations, means of travel, dates, costs, legal, health insurance, safety considerations and include a comprehensive Risk Management Plan.
2. Overseas travel must be auspiced through an accredited travel agent with experience in school related travel.
3. The ratio of teachers/students must be in line with CECV policy according to the purpose and destination of the excursion and age of the participants. The ratio must be approved by the College Executive.
4. One accompanying staff member must have appropriate first aid training.
5. Eligibility to attend a trip will be determined by criteria set by the organising staff member with the approval of the Principal. In situations where the expressions outnumber places available priority will normally be given to more senior students.
6. A list of names of students and staff wishing to participate in an overseas or interstate excursion must be submitted to the Executive for approval. The Principal, in conjunction with the organisers of the excursion, has the right to refuse a student permission to participate in a trip. Families with unresolved fee arrears will be excluded from such trips.
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7. The costs of the approved staff may be met by the entire group. Staff involved with overseas trips who are in excess of accepted staff-student ratios will pay the same amount as the students attending unless otherwise agreed by the Principal.
8. Staff organising the trip must conduct an information evening for parents and students involved unless otherwise agreed by the Principal.
9. Students and parents must sign all necessary forms including medical authorisation forms and student/parent agreements and pay the total travel costs prior to the date of departure.
10. Due consideration must be given to the preparation of a touring group particularly with regard to cultural understanding of the country the group will visit.
11. All overseas trips must take into account safety warnings issued by the Department of Foreign Affairs and Trade (DFAT). Organisers must regularly check the government Smartraveller website on www.smartraveller.gov.au for any changes to travel advice.
12. The Principal, in conjunction with the organisers of the excursion, has the right to repatriate a student if deemed necessary. In such a case the family of the student may incur the cost of such repatriation.