



Related Policies

Child Protection
Excursion
First Aid
OHS

Purpose

This policy outlines system requirements for the conduct of overseas excursions to ensure the safety of students and staff. The Catholic Education Office (CEO) will not endorse an overseas excursion into remote areas and into areas where there is no reliable telecommunication access, provision for emergency medical treatment and evacuation, or where the Australian Government has issued a travel advisory warning for the period of the overseas excursion.

Definitions

- An *overseas excursion* is an educational trip by students outside Australia, under the direction and supervision of teachers from the school.
- *Excursion Coordinator* refers to the teacher nominated by the Principal to organise the excursion and to have ultimate responsibility and authority while the activity is in progress.
- Legal *duty of care* requires that teachers should take all reasonable measures to ensure the safety of any school student under their care. This duty of care will arise whenever a student/teacher relationship exists.
- *Parent(s)* is inclusive of those with parental responsibility and guardians.
- *Informed consent* means that parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and associated costs involved.
- *Accompanying adults* include teachers, school administrative staff, parents, activity leaders and community members who have completed a Prohibited Employment Declaration (PED).

Responsibilities

The Principal

It is the responsibility of the Principal to ensure that:

- School Board endorsement is received prior to seeking approval from the CEO.
- The following information is provided to the CEO with the excursion application form:
 - The major learning outcomes and relevance to the curriculum.
 - Number and year level of students.
 - Number of accompanying staff and other adults.
 - Risk analysis.
 - Copies of information to parents including medical form, consent form, proposed itinerary, accommodation arrangement and costing.
- Approval is obtained from the Coordinator of Targeted Programs before arrangements are finalised. The Application for Approval of Overseas Excursion (LR3) form must be forwarded to the CEO at least four months prior to departure. The finalised application, with any amendments and including emergency contingencies, must be resubmitted to the Coordinator of Targeted Programs no later than four weeks prior to departure.
- Contact is made regularly with the Department of Foreign Affairs and Trade regarding any travel warnings to the intended destinations.
- All requirements for planning and accounting for monies are met.
- All participants have adequate medical insurance.
- All participants have adequate travel insurance.
- An adequate number of accompanying adults hold senior first aid qualifications and an appropriate first aid kit is carried with the excursion group.
- All participating teaching staff know and adhere to the requirements of the CEO Overseas Excursions Policy and other relevant policies, supervision requirements, child protection protocols and safety procedures.
- Staff and accompanying adults act with due care to carry out their duties and are made aware that they must not drink alcohol while on duty.
- All teaching staff are aware that if they arrange activities within an overseas excursion without ensuring relevant policies are followed, they could be individually liable in the event of an accident. Staff must be advised that they may not be covered by workers' compensation if they are injured while involved in an excursion activity which has not been given official approval prior to the departure of the excursion group.
- The school has copies of all emergency contacts and procedures.

Excursions-Overseas

- Where students are to be billeted, the families agree to this and have contact details for the host families. For the duration of the home stay, students must have the telephone contact details of the supervising teacher who must be contactable at all times.

Excursion Coordinator

It is the responsibility of the teacher in charge to ensure that: All participating teaching staff know and adhere to the requirements of the CEO Overseas Excursions Policy and other relevant policies, supervision requirements and safety procedures.

- All accompanying adults are appropriately qualified and/or experienced and are advised of their responsibilities, relevant school and CEO policies and safety procedures.
- Staff and accompanying adults act with due care to carry out their duties and are made aware that they must not drink alcohol while on duty.
- Informed consent is obtained by ensuring that passport, parental information, signed Prohibited Employment Declaration forms, emergency contact details, medical and consent forms are duly processed, and copies held at the school and by the excursion coordinator during travel.
- All travellers are thoroughly briefed on the customs, cultural differences, behaviour and dress expectations while on tour.
- Ensure boys and girls are not accommodated in the same rooms.

Supervision Requirements

Minimum supervision requirements

- For all overseas excursions there must be at least two teachers.
- For groups over 20 students, a supervisory ratio of one teacher to ten students is required.
- Accompanying adults may be used to meet supervision requirements provided that the Principal is satisfied there are sufficient teachers to maintain adequate control of the whole excursion, and to control each activity. Additional adults should accompany excursions when extra care is considered necessary for the safety and welfare of students. Teachers must comprise at least half the accompanying adults.

Gender balance

- For mixed groups of boys and girls, a male and a female teacher must accompany the group.
- For groups of either all boys or all girls, there must be at least one teacher of the same gender as the students.
- Control of the excursion remains with the teacher in charge.

Summary

Pre-planning

Develop the proposal for overseas excursion. This proposal should include the proposed itinerary, accommodation and approximate costing. The proposal for travelling overseas must be approved by the School Board and, in the case of more than one school travelling together, all the School Boards concerned.

Four months prior to the excursion

Submit the Application for Approval of Overseas School Excursion (LR/3) must be submitted to the Coordinator of Targeted Programs at the CEO.

The Application must include:

- A completed application form.
- Itinerary, accommodation and costing details.
- Emergency contacts & safety procedures.
- Risk assessment.
- Details sent to parents and students.
- Medical information and consent form (see sample attachment 1).
- Parent consent form.
- Emergency plan.

No later than four weeks prior to the excursion, the application form must be re-submitted with any amendments to names, travel details etc. A statement from the excursion coordinator that all consent, medical information emergency contact details and copies of travel insurance details have been received copied and filed from all participants must also be submitted.

References

CSCC Child Protection Policy (2002)
ACT Department of Education and Training Overseas Excursion Policy
<http://www.det.act.gov.au>

Forms

Sample Medication and Consent Form
Application for Approval of Overseas School Excursion LR/3.

Approved by:	CEO Heads of Division
Issuing Group:	Education Services Division
Implementation Date:	May 2005
Supersedes Policy Dated:	N/A
Revision Date:	2008
CEO Contact Officer:	Coordinator of Targeted Programs

SAMPLE MEDICAL INFORMATION AND CONSENT FORM
CONFIDENTIAL

Please print details and sign below.

I/We _____

of (address)_____

consent to the accompanying staff members of the _____ Tour seeking medical or dental advice on behalf of my/our child as they see fit in the event of accident or illness. If, in the opinion of the attending medical or dental practitioner or medical officer, my/our child requires medical or dental attention or treatment including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation, I/we consent to such medical or dental practitioner or medical officer giving such treatment.

I/we certify that the accompanying staff will take all reasonable care of my child, however, neither they nor the school will be responsible for the cost of any medical or dental attention or treatment administered to my child.

The accompanying staff will not be responsible for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.

Parent/Guardian: _____
(Signature)

Student: _____
(Signature)

Date: _____

STUDENT DETAILS

Name: _____

Address: _____

Contact phone no. _____

Date of Birth: _____ Passport Number: _____

Travel Insurance: Company Name: _____

Policy Number: _____

1. Emergency Contacts

(i). Name _____

Relationship to Student: _____

Address: _____

Phone: (hm) _____ (wk) _____

Fax: (hm) _____ (wk) _____

Email: _____

(ii) Name _____

Relationship to Student: _____

Address: _____

Phone: (hm) _____ (wk) _____

Fax: (hm) _____ (wk) _____

Email: _____

2. Does your child have any special dietary requirements? YES NO

If yes, please give details:

3. Please indicate if your child suffers from any medical conditions that we should be aware of:

If your child requires medication for either 3 or 4, please provide the following information:

a) Name of medication: _____

b) Dosage: _____

c) Time(s) dosage to be taken: _____

Any other details:

4. Does your child have any allergies/intolerances to anything, including medications? YES

NO

If yes, please specify (include appropriate treatment)

5. Blood Type (if known): _____

6. Date of last injection for Hepatitis B: _____ TETANUS: _____

7. Is there any other relevant information we should be aware of?

PLEASE NOTE: Students are required to carry and administer their own medication. Back-up medication is advisable. Students must advise the accompanying staff when they self-administer any medication.