



MSCW Overseas Excursions Policy

Provisions	This policy: <ul style="list-style-type: none">o is endorsed by the College Executiveo has been distributed to staff on the Staff Cloudshare pageo was created on October 23rd 2013o was last reviewed November 2013
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Policy statement

Overseas excursions are intended to be primarily for educational/religious purposes. Overseas excursions and immersions may be valuable learning experiences for students when they are well planned both in terms of educational outcomes and safety. The College supports teachers leading overseas excursions when the procedures below are followed.

The CEO expectation is that overseas excursions and immersions generally take place within the holiday period. MSCW supports this position.

The key reference for this document is the CEO Policy:

OVERSEAS EXCURSIONS FOR STUDENTS IN SYDNEY SYSTEMIC SCHOOLS All elements of this policy must be adhered to.

Procedures

This policy is carried out by following the procedures outlined below:

STAFF

The staff Code of Conduct is applicable to all accompanying adults and a familiarisation exercise must be an element of the training for accompanying adults.

The risk assessment will ensure that requirements specific to that particular excursion, such as particular accreditations for activities are identified and that a member(s) of the travelling party meet the required standards.

STUDENTS

Students will apply to go on the excursion. Generally students will be in Years 10-12, with preference being given to the older students.

The applications will be vetted by the House Coordinators, Assistant Principal and Principal to determine if any girl is not suited to attend the excursion. Parents will be informed of this process prior to application to attend the excursion.

A risk assessment is performed with regard to the suitability of each member of the travelling party (staff and students) to be able to satisfactorily participate in the excursion and fulfil all obligations.

In the case of significant student misbehaviour while overseas, parents will be responsible for all

additional expenses associated with returning a student to Australia. This may include the expenses of an accompanying adult. The Excursion Leader requires permission from the Principal before sending a student home. This information will be communicated to parents as part of the paperwork for the excursion.

PRIOR TO THE EXCURSION

The College will provide to parents sufficient information about supervision so they can make an informed decision prior to making a commitment to the trip. Parents will be asked to sign that they have read and accept this information.

Parents and students will be briefed thoroughly prior to the trip regarding expectations, communication etc.

Before approving the participation of a student on an overseas excursion, the Principal must be satisfied that each family's existing financial commitments to the College can be met.

Prior to departure, all payments must be finalised and required documentation provided, such as passport information, visas, medical details, parent contact numbers and the student Code of Conduct document.

Copies of all paperwork must be left with the College, including student medical forms and parent contact details.

Excursions must be appropriately insured through the Catholic Church Insurances (CCI), or another appropriate insurer, to meet any reasonable eventuality, such as cancellation of flights, illness or civil unrest.

PROCEDURES WHILE ON THE EXCURSION

All Australian Government travel advisory warnings must be observed, even if this results in extra expenses or the cancellation of a trip.

Student and teacher contact mobile numbers while overseas should be stored digitally on every member of the tour group's phone prior to departure from Sydney.

Duty of care for students is a priority at all times. Prior to departure protocols around what to do in case of separation from the group will be communicated to all members of the group. Supervision must be suitable for the age and gender of the students as well as the destination of the excursion.

Supervision at night. Students should know where the teachers' rooms are to enable them to locate teachers in an emergency.

On return a staff member(s) will remain with the students until all students have been collected by parents from the airport.