

ST PAUL'S COLLEGE

WALLA WALLA, NSW



A Co-educational Christian Day and Boarding School

International Excursions Policy

Policy Statement

In order to enhance student learning outcomes and achievement, our College is committed to providing a broad range of activities and programs, including International Excursions. An International Excursion is an educational, residential trip, directly related to the school's curriculum, undertaken by students and staff, and refers travel outside of Australia by sea or air. Such excursions will only be approved by the College Board following receipt and discernment of an International Excursion Proposal from the Principal, including a comprehensive risk assessment.

Principles

Our accepted rules for action include that the international excursion should be:

- Aligned with curriculum objectives
- Age/stage appropriate
- Undertaken with explicit desired learning outcomes for students
- Available to all students within the learning group, inclusive of those with disabilities and/or from low socio-economic backgrounds
- Planned away from exam times
- Costed in the most cost effective way possible

Scope

This Policy does NOT include:

- Student exchange programs
- Staff travel for professional learning
- Student travel awards or scholarships

Responsibilities

- 1 College Board To approve this Policy
- 2 Principal To oversee the implementation of this Policy
To ensure all necessary preparation has been completed with evidence of thorough due diligence
- 3 International Excursion Leader (Teacher in charge)
 - To complete an excursion risk assessment and report same to Principal
 - To obtain DFAT Advice on destination country/ies and to register the excursion with DFAT
 - To outline all activities involved in the excursion and ensure that all participating staff, students, and parents are informed
 - To establish a Critical Incident Management Plan for the duration of the Excursion
 - To ensure all relevant travel insurances are obtained
- 4 Participating staff
 - To attend regular pre-Excursion briefings
 - To familiarise themselves with all aspects of the International Excursion
 - To ensure all documentation has been collected, read, understood and actioned if necessary

POLICY APPROVAL DATE: August 2020

POLICY REVIEW DATE: 2023