



Immersions and Country Placements Policy

Context:

Saint Ignatius' College Riverview is committed to the spiritual, academic, personal and physical growth of each student through a schooling culture which is transformational. Saint Ignatius' College Riverview supports organised Immersions and Country Placements where participants shall be students currently enrolled at the College, supervising teachers/staff or other persons approved by the College or Old Boys selected in conjunction with the Ignatian Service Association. All Immersions and Country Placements should exemplify the philosophy of the Society of Jesus. The management of Immersions and Country Placement is required to ensure that the characteristics of Jesuit Education are exemplified and that the good name of the College is upheld at all times.

Immersions and Country Placements offer students the opportunity for growth and transformation through the experience of Ignatian service and accompaniment. Immersions require those involved to work alongside people who are fighting the injustices of our world; to experience a totally different way of living; to reflect on the experience, discerning and naming those transformative moments.

Principles:

Rationale, Purpose and Conduct

- There must be a direct link to the work of the Society of Jesus, and the enunciated aims and rationale congruent with the ethos of the College.
- All participants will act as ambassadors of the College and promote the cause of Jesuit education.
- Attendance at Mass on Sundays is mandatory except where impractical due to travel or availability.
- Immersions and Country placements are premised on Ignatian Pedagogy and as such, structured Reflection must be integrated into the experience. A Journal is to be kept on Immersions and Country Placements. Structured Reflection and journaling are non-negotiable.

Planning, Approval and Risk Management

- Thorough planning will be undertaken which will ensure the safety and welfare of the staff and students who participate.
- The Director of Religious Formation and Immersion Leader, must conduct a risk assessment and develop a risk management plan.
- The Faith in Service Coordinator and Director of Religious Formation along with the Country Placement Leader, must conduct a risk assessment and develop a risk management plan.
- Signed consent forms and medical information forms must be obtained for all students participating prior to the commencement of Immersion and Country Placements.



- The Principal in consultation with the College Executive Team, will have the right to preclude students who do not demonstrate sufficient maturity/responsibility in the day to day behaviours at school. Other militating circumstances such as the status of payment of tuition fees may feature in a decision to prevent a student from attending an Immersion and Country Placement. Every effort will be made to decide the preclusion of students before the selection process is entered into.
- The College reserves the right to cancel any Immersion or Country Placement should it determine the level of risk relating to the Immersion or Country Placement is too high. The College bears no liability for loss incurred as a result of this decision.

Staffing / Supervision

- Staff on Immersions and Country Placements must carry a mobile phone or satellite phone (with international roaming activated for overseas travel) and a first aid kit. At a minimum, one staff member will have first aid training.
- Students are to remain in groups of at least three at all times.
- Staff (supervising adult)-student ratio is 1:15 for Country Placements and 1:10 for Immersions.
- College organised Immersions will ideally be led and staffed by three staff members at the College. In the instance that this isn't possible and only two College staff make up the Leadership Team of the Immersion, the third adult may be a young Old Scholar who has applied and been selected following a selection process conducted by the College and the Ignatian Service Association (ISA) of the OIU. A third variation of staffing may be that two College staff lead the Immersion, with a nominated staff member on stand-by to leave at the earliest possible notice to join the Immersion group and assume leadership responsibilities. The exception to this is the Micronesia Immersion, given the limited number of transport arrangements that can be made for travel in and out of Micronesia, due to airline flight schedules.
- Staff (supervising adult)-student ratio is 1:15 for all Country Placements, with a minimum of 2 supervising adults, one of whom is a registered teacher at Saint Ignatius' College, Riverview.
- The Director of Religious Formation will provide a proposal of Staffing Immersions and Country Placements to the College Executive Committee for approval. The College Executive Committee must approve all staff and adults who accompany Immersions or Country Placements.
- Any adults who accompany Immersions or Country Placements are required to undergo a Working with Children Check and to conform to Child Protection Legislation.
- All supervising adults are to be conscious of their duty of care obligations to students and comply with College policies and procedures throughout the duration of the Immersion or Country Placement.
- All supervising adults must be familiar with the itinerary, student medical information and risk management plan and carry a copy of this with them at all times on Immersions or Country Placements.
- All supervising adults are to account for all cash advances and all expenditures made in relation to the Immersion or Country Placement including obtaining and keeping receipts and reconciling expenses to funds provided.

Additional Principles:

- Students are required to fundraise for Immersions \$800 per student and \$100 per student for Country Placements.



- Full observance of the requirements associated with DFAT will be followed in the event of overseas travel.
- Parents are only to commit to Immersions and Country Placements when their School Fees are paid up to date and they have the capacity to pay both their school fees and the costs of the Immersion or Country Placement as the payment instalments fall due.
- Costs will be kept to a minimum to enable all interested students access.
- When a structured homestay is an element of the Immersion or Country Placement, all adults residing in the host families where students are billeted are to undergo a Working With Children Check. A letter of recommendation from the Principal of the host school stating that the families are known to the host school and are of good standing will only be requested should a Working With Children Check not be available.
- The Ignatian Centre will register all Immersion participants' details and the group's itinerary with the Australian Embassy in the destination country/ies and DFAT.
- In the event that the Immersion/Country Placement is cancelled, reimbursement of costs should be sought from the travel insurer. Saint Ignatius' College, Riverview will not be liable for any reimbursement of expenses (or any loss or damage) incurred by participants if the Immersion/Country Placement is cancelled and the insurance cover does not provide reimbursement in the circumstances.
- Following Immersions, an evening will be held where the participants can share the experiences with their parents.
- Since many of the Immersion experiences can be challenging and confronting, soon after return from Immersions, students will have at least one debriefing meeting where their transition back home can be monitored and they will have an opportunity to raise any difficulties associated with "re-entry".
- The College will attempt to help students on Bursaries and with demonstrated financial needs to participate in Immersions if necessary.

Procedures:

A checklist of procedures to be undertaken is detailed in [Appendix A](#).

Proposal

A proposal must be developed which details the following:

- *Brief* statement outlining the purpose and expected benefits of the proposed excursion/tour.
- Proposed date/s and time/s.
- **Number of participants** – including staff to student ratio as well as the students and staff to be targeted/shortlisted to participate.
- **Draft itinerary** – including all proposed activities, transport and accommodation (if applicable).
- **Risk Management Plan** to identify the risks associated with the excursion and the strategies that will be implemented to manage these risks. ([Appendix B](#)).
- **Budget (*Immersion only*)** using the template provided by the Business Office.



Approval

All Immersion and Country Placement proposals are to be submitted to the Executive Committee for approval 18 months prior to the proposed departure date.

Planning

Consent and Information

All communication relating to the Immersion or Country Placement between staff and/or students/parents is to be documented in writing.

The Immersion or Faith in Service Coordinator is responsible for ensuring the following documentation has been completed by parents and/or participants and returned to the College:

Form	Required to be distributed	Required to be returned
Immersion/Country Placement Application	9 months prior to the departure date of the first Immersion/Country Placement of the calendar year	8 months prior to departure date of the first Immersion/Country Placement of the calendar year
Immersion/Country Placements Contact and Consent Form https://docs.google.com/a/riverview.nsw.edu.au/forms/d/1zMor0SqsQ1GvO8baUUsj-aITEZMjKl44wHaJv5qeEGU/viewform	4 months prior to the departure date of the first Immersion/Country Placement of the calendar year	3.5 months prior to departure date of the first Immersion/Country Placement of the calendar year
Immersion/Country Placements Code of Conduct Form https://docs.google.com/a/riverview.nsw.edu.au/forms/d/1Aud6lirHTH0PFxJRSLYsYuabxE9bkeE9J4yNJpaPITUs/viewform	4 months prior to the departure date of the first Immersion/Country Placement of the calendar year	3.5 months prior to departure date of the first Immersion/Country Placement of the calendar year
Medical Information Form (To be obtained from the Health Centre)	10 weeks departure date of Immersion/Country Placement	10 weeks prior to departure date of Immersions/Country Placement
Consent and Indemnity Form for Accompanying Adults (Refer Appendix C for Template)	3 weeks / months prior to departure date of Immersion/Country Placement	3 weeks / months prior to departure date of Immersion/Country Placement



Organising Committee – (where applicable)

- The Organising Committee of Immersions/Country Placements are made up of Director Of Religious Formation/Faith In-Service Coordinator, Immersion/Country Placement Leader and Administration Assistant who will fulfil the following roles:

Office Bearers - Chair, Secretary and Treasurer.

Committee - Fundraisers, helpers, students etc.

CHAIR: Conducts meetings, raises funds, prepares meeting agendas.

TREASURER: Prepares budget, raises funds, prepares financial statements, banking.

SECRETARY: Keeps minutes, prepares agendas, raises funds, licences permits correspondence etc.

- The Organising Committee must meet regularly. Minutes of all meetings must be kept and a copy provided to the College.
- The Organising Committee is to provide regular budget updates to the Finance Manager. Any significant amendments must be notified immediately to the Finance Manager.
- A formal record via minutes should provide for the distribution of any funds raised to the school if the Immersion/Country Placement does not proceed.
- The Organising Committee is required to develop a *Fundraising Plan/Strategy* that documents:
 - Nature of activities and amounts to be raised.
 - Schedule/calendar of events (must be approved by the Planning Committee and included in the College calendar). Clashes with other school activities should be avoided where possible. In particular, Lent should generally be avoided for fundraising, as the focus during this time is on works of charity, mission and justice.

Risk Management

- **Risk Management Plan** - The Immersion or Country Placement Coordinator is required to prepare a detailed Risk Management Plan using the template provided in [Appendix B](#). The Plan forms part of the approval process and must be submitted with the excursion or tour proposal to either the Planning Committee or the College Executive.
- Students with special needs or particular vulnerabilities are required to have an individual risk assessment and risk management plan.
- **DFAT** – Where the Tour involved overseas travel, the Immersion Coordinator is required to make regular contact with DFAT regarding the political stability of the countries the College will be traveling to. Prior to departure the Tour Coordinator is to advise DFAT of the names and contact details of all participants travelling.
- **Visa Requirements** - The organising staff member is responsible for confirming the visa requirements for destinations and forwarding this information to participants and parents.
- **Health Requirements** –
 - The school health centre in consultation with the College doctor will determine the vaccination program that students and staff must undertake in order to travel
 - Students and Staff who do not meet the minimum requirements are unable to travel as a safeguard for both Immersion/Country Placement participants and those in the vulnerable communities with whom we work.
 - Students and Staff are required to complete medical forms as directed by the Health Centre. Information garnered from this form is loaded onto synergetic by the Health Centre to be accessible three weeks prior to departure.



Documentation

The following documents must be provided to Main Reception, Principal, College Contact Person, Director of Religious Formation, Head of Risk and Compliance prior to the Immersion or Country Placement:

- Details and email/mobile contacts of all participating students and staff.
- Family and emergency contact details of all participating students and staff.
- Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details.
- Parental consent and medical advice forms.
- Significant pastoral care notes.
- Risk Assessment and Risk Management Plan.
- Emergency contingency plans.
- Details of the contact person from the country/school/activity the College is visiting.

College Contact Person

The Director Religious Formation will appoint a staff member of Saint Ignatius College, Riverview as the College Contact Person for the Immersion or Country Placement. The College Contact Person:

- Must be contactable at all times for the duration of the Immersion or Country Placement.
- Must keep the Immersion or Country Placement Coordinator up to date with any relevant information from DFAT about the country of destination by checking the website www.dfat.gov.au at regular intervals.
- Must be able to communicate readily and quickly with the travelling party and must be kept up to date by the travelling party on any variations to the itinerary.
- In the case of emergency (i.e. failure of the group to arrive at a scheduled destination, or make a scheduled communication):
- Immediately contact the Principal, or delegated authority, and provide them with the necessary information.
- Act as a liaison between the College, emergency services and parents, accepting that this role in an emergency might be otherwise allocated within the College.

During the Immersion / Country Placement

- All supervisors must have copies of the list of participants and relevant medical and behaviours information and emergency contact details, itinerary, risk assessment, risk management plan.
- All participants must carry the contact details of the Excursion or Tour Coordinator at all times.
- Conduct headcounts at regular intervals (i.e. embarking and disembarking transport, dividing into smaller groups and regrouping).
- Maintain written records of communication with parents, including notes on telephone communication.
- For overseas travel, the Tour Coordinator must regularly review the DFAT travel advice and notify the Principal of any change in status.
- All supervisors must account for College funds and the expenditure of those funds in their control including reconciliation of funds provided to expenditure and banking in accordance with the College's Cash Advance Policy.



Payment of Costs

An indication of the expected cost of the Immersion/Country Placement will be provided to parents and students at the beginning of the selection process.

At the time of supporting their son(s) desire to be a part of the Immersion/Country Placement program, parents will indicate if they will seek financial assistance, these names will be communicated to the Business Office who will make an assessment as to the veracity of need based on financial history on current school fees. Request for students who are part of the Bursary program will be put before the Bursary Committee for consideration.

Parents will then be formally asked to confirm their commitment and place for their son on the Immersion/Country Placement by paying a deposit of \$500.00 for Immersions and 20% of the total cost for Country Placements, this deposit becomes non-refundable. However, should the immersion not go ahead at this initial stage the deposit will be returned to parents. This deposit will be charged to the Parents school fee account on or around the 1st day of the month after Parents have formally agreed to commit to the Immersion/Country Placement. This deposit must be paid in full, along with all other outstanding school fees at that date, by the 21st day of that month, otherwise their son's position on the Immersion/Country Placement will not be accepted.

See the Procedure for "Applying for Financial Assistance for Immersions" in this Policy document for details on this process.

Monthly instalments will be charged to the Parents' School Fees Account on or around the first day of month and are required to be paid along with all other outstanding fees on the Account by the 21st day of that same month. If all School Fees including the instalment are not paid by the due date the son's position on the Immersion/Country Placements will be withdrawn.

Immersion/Country Placement fees paid will only be refunded (excluding the initial deposit, which is non-refundable), by written request to the extent that the College is not out of pocket for costs associated with the sons Excursion/Immersion costs, after seeking refunds from the travel agent, airline and/or travel insurer.

Cost Analysis

- The Director of Operations, in consultation with the Immersion or Country Placements Coordinator will analyse and report on the total cost of each tour within three months of the final date of the tour. This report will be provided to College Executive and the College Council.
- On an annual basis, the Director of Operations will provide College Executive and College Council with a report summarising all tours undertaken during the year, the total costs of each tour, total moneys received to fund the tour and the average cost of all tours.

Billeting / Home Stays

Host Families are to:

- Provide comfortable and safe sleeping accommodation for host students. At a minimum, this should include single gender bedrooms and privacy for washing and toileting facilities.
- Provide meals, snacks and drinks for host students and transport to and from school and activities.

- Ensure host students are appropriately supervised during their stay.
- Be provided with contact details for hosted student’s parents and emergency contacts, Excursion Coordinator and an itinerary of activities to be undertaken during the billeting period.

Host students are to abide by College code of conduct, policies and procedures and advise host parents and Excursion Coordinator of their whereabouts at all times.

The Immersion or Country Placements Coordinator is to:

- Ensure host students are aware of possible risks, problems and tensions involved in staying with a host family.
- Ensure that host students are aware of the potential social behaviours and cultural differences that may exist within the host family.
- Ensure the host family understands the expectations of the College in relation to the hosted student and relevant medical information relating to the host student.
- Be contactable by host students, host families and parents of host students at any time.
- Ensure host students are able to contact their families at all times.
- Regularly contact and monitor host students and host families throughout the duration of the stay.
- Ensure there is accommodation available for students who need to be relocated.



Further information

Further information or assistance about anything contained in this document can be sought from the Head of Risk and Compliance or Director of Religious Formation.

Date approved: 14 September 2016

Review date: September 2018





Appendix A : Checklist of Procedures

Please note, not all items in the checklist will apply to all immersions and country placements.

- Immersion / Country Placement Proposal developed
- Risk Management Plan developed
- Proposal and Risk Management Plan submitted to Planning Committee/College Executive for approval via the Dean of Studies
- Approval obtained from Planning Committee/College Executive
- Immersion / Country Placement Coordinator appointed
- Immersion / Country Placement information and consent documents and forms distributed to participants and their parents
- Organising Committee established
- Completed permission, medical, consent and indemnity forms returned
- College Contact Person appointed
- Regular communication with the Business Operations Office regarding billing of fees, payment of costs and budget
- Regular contact with DFAT
- Vaccination and Visa requirements confirmed and communicated to participants and parents
- WWCC clearance or Principal Letter of Recommendation received for host parents and adult participants
- Immersion / Country Placement documents provided to Main Reception, Principal, College Contact Person, Director of Religious Formation and Head of Risk and Compliance
- Pre departure meeting held with participants and parents
- Account for all expenditure on the Immersion / Country Placement providing receipts and reconciling expenditure to funds taken.



Appendix B: Guidance in completing the Risk Management Plan

A Risk Management Plan must be developed for all immersions and country placements. The Plan is developed to make immersions and country placements as safe as possible for all participants through identifying and assessing the risks and hazards that the excursion/tour/event may pose to the health, safety and wellbeing of those participating in the excursion and detailing strategies to eliminate or minimise those risks.

The Immersion or Country Placement Coordinator is to develop the Risk Management Plan during the planning stage of the excursion/tour/event using the attached template. The Plan forms part of the approval process and must be submitted with the immersion / country placement proposal to either the Planning Committee or the College Executive.

Steps in developing the risk management plan

There are 7 steps in developing the Risk Management Plan:

1. List the activities/components of the immersion / country placement
2. Identify the Risks / Hazards
3. Assess the Risks
4. Set the Overall Risk Rating
5. Elimination / Mitigation of Risks / Hazards
6. Communicate the plan
7. Monitor and Review

Step 1 – List the activities of the Excursion/Tour/Event

Break the immersion / country placement into its parts and list all the activities that will form part of the excursion/tour/event. For example:

- *Travel* to and from the venue and any transport to be used during the excursion/tour/event.
- Venue / Location of the excursion/tour/event.
- Activities be carried out by the participants during the excursion/tour/event.
- Meals to be consumed during the excursion/tour/event.
- Accommodation used by participants during the excursion/tour/event.

Step 2 – Identify the Hazards / Risks

Determine the hazards / risks associated with the activities identified. Consider what could go wrong, potentially cause harm, injury or illness to the participants or damage to property. For example:

- Travel – e.g. crossing roads, transport to the venue.
- Venue – e.g. location, layout, condition, security.
- Accommodation – e.g. sleeping arrangements, supervision, billeting.
- Activities – e.g. bush walking, swimming, skiing, climbing, manual handling, contact with animals, insects and plants, gardening, collecting plant/water samples.
- Equipment – e.g. sporting equipment, science equipment, instruments, manual handling, handling hazardous substances.



- Environment – e.g. weather conditions, nature of the terrain, plants, animals, insects, storms, floods, heat or bushfires.
- People – e.g. medical conditions, disabilities, and behavioural/ psychological considerations of participants, child protection, confidentiality, reputation, age, experience and qualifications of participants.

Step 3 – Assess the Risks

Using the following matrixes, conduct a Risk Analysis to determine the risk level of the each risk / hazard identified in step 2.

3a) Determine the likelihood of a risk /hazard occurring – Likelihood is an estimate of how probable it is for the risk / hazard to occur and cause harm / injury to participants or damage to property. Likelihood can be determined using the definitions set out in the following table:

Risk Rating	Description
A. Almost Certain	<ul style="list-style-type: none"> • Not unusual to happen. • Risk has more than an 80% chance of occurring.
B. Likely	<ul style="list-style-type: none"> • Known to occur or has happened in the past. • Risk has 60-80% chance of occurring.
C. Possible	<ul style="list-style-type: none"> • May occur. • Risk has a 30-60% chance of occurring.
D. Unlikely	<ul style="list-style-type: none"> • Not likely to occur. • Risk has 5-30% chance of occurring.
E. Rare	<ul style="list-style-type: none"> • May occur in exceptional circumstances (considered highly unusual). • Risk has less than 5% chance of occurring.

3b) Assess the Severity of the hazard / risk if it does occur – determine how seriously a participant could be harmed. Severity can be determined using the definitions set out in the following table:

Rating	Description
Catastrophic	Death or permanent serious disability. Unlikely to be able to return to work/college.
Major	Life-threatening injury requires lengthy hospitalisation/rehabilitation. More than a month off work/college.
Moderate	Significant injury requiring hospitalisation. A week to 1 month off work/college.
Minor	Injury requires a doctor. Less than 1 week off work/college.
Insignificant	Slight injury requires First Aid only. No lost time.



Step 4 – Set the Overall Risk Rating

Allocate an overall risk rating to each identified risk/hazard using the matrix below. The matrix indicates risk levels presented by a combination of various degrees of *likelihood* and *consequence* and categorises risk into four levels as follows:

E: extreme

H: high

M: moderate

L: low

Likelihood	Consequences				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
A. (Almost Certain)	M	M	H	E	E
B. (Likely)	L	M	H	E	E
C. (Possible)	L	M	M	H	E
D. (Unlikely)	L	L	M	M	H
E. (Rare)	L	L	L	M	H

Step 5 – Elimination of Risks or Control Measures

Identify what controls exist or will be implemented to eliminate or mitigate the risk / hazard.

Eliminating the risk should be the first consideration, however, if not reasonably practicable, the risk should be mitigated to the fullest extent possible using control measures from the following hierarchy of controls:

- **Eliminate the hazard:** remove the hazard or stop using it, e.g. do not undertake a particular high risk activity such as abseiling in high wind or use high risk equipment.
- **Substitute the hazard:** replace the activity, material, or equipment with a less hazardous one, e.g. choose an easier Bushwalk.
- **Isolate the hazard:** isolate the hazard from the person at risk, isolate through distance e.g. check if a coastal walk has fencing.
- **Use engineering controls:** consider hiring coaches with seatbelts and ensure these are worn if available.
- **Use administrative controls:** establish procedures and safe practices e.g. supervision of students, establishing and communicating clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.
- **Use of personal protective equipment:** use appropriately designed and properly fitted equipment such as safety glasses, hats and sunscreen, helmets or enclosed footwear.

After documenting the control measures, allocate responsibility for implementing and monitoring the control measure and document when this will occur (e.g. – Excursion Coordinator, during the excursion).

Step 6 – Communicate the Plan

Provide a copy of the Risk Management Plan to all supervisors. Provide relevant information to all participants and their families.



Step 7 – Monitor and Review

Continuously monitor the effectiveness of the controls. Review the plan if a significant change or incident occurs and amend the plan if required.



Immersion / Country Placement Details

Date(s) and time(s)		Destination	
Proposed Activities			
Method of transport including proposed route			
Coordinator		Coordinator Contact Details	
Number of students attending		Staff/volunteer to student ratio	
Names of students participating			
Names of staff / volunteers participating			
Excursion/Tour/Event Checklist			
	First Aid Kit		Student medication and epi pens
	List of students participating		List of staff / volunteers participating
	Contact information for each student		Contact information for staff / volunteers participating
	Medical and behavioural Information for each student		Other items / equipment (i.e. sunscreen)
	Mobile Phone / Other means of communicating with the College and Emergency Services if required		Contact information for the College & nominated College Contact Person



Risk Management Plan

Name of Immersion / Country Placement: Location of Immersion / Country Placement: Description and location of Immersion / Country Placement: Date(s) of Immersion / Country Placement:	Group/Class: Name of Immersion / Country Placement: Contact number of Immersion / Country Placement Coordinator: Accompanying staff, parents, caregivers and volunteers:
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Activity	Hazard Identification Type/Cause	Overall Risk Rating (Use matrix)	Elimination or Control Measures	Who	When
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		

Venue and safety information reviewed and attached: **Yes / No**

Plan prepared by: _____ Position: _____ Date: _____

Prepared in consultation with: _____

Communicated to: _____

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.



Appendix C : Immersion / Country Placement Consent and Indemnity Form for Accompanying Adults

Immersion / Country Placement consent and indemnity form for accompanying adults

Sporting and other school activities, in some circumstances, can be dangerous and result in personal injury, disability, illness or death. Being aware of those risks, I consent to participating in the full range of core and co-curricular activities carried on in the course of this immersion / country placement away from the College.

Full Name _____

I understand the following:

- The College is not responsible in any way for any claim by the employee or volunteer or by another entity relating to the loss or damage to personal effects and property of the employee/volunteer in any way connected with the immersion / country placement.
- The College has recommended that the participating staff take out travel insurance to cover such possessions.)
- The College will not be responsible for any claim by the employee, volunteer or any other entity relating to loss or damage to any property (including vehicles) of any type whether or not the employee or volunteer is involved in any way in the cause of this loss or damage.
- The College will not be responsible for any claim relating to travel delays or stoppages.

I confirm that I have read and understood the following Saint Ignatius' College, Riverview Policies and Procedures:

- Immersions and Country Placements Policy
- Code of Conduct
- Child Protection Policy

I agree to abide by the terms of these documents and all relevant College policies.

I agree to the following:

- to exercise reasonable care and to take all precautions to protect my own health and safety as well as that of other persons with whom I come into contact.
- to behave in a responsible, polite and courteous manner at all times, and, particularly, to not do or omit to do, anything which causes students, staff or volunteers or the College any loss of reputation or embarrassment.
- to support staff in ensuring that students follow the College Policies and Procedures relevant to the excursion, and will not engage in any behaviour which may undermine the authority of the staff or indicate to students approval for behaviours or activities not



authorised by accompanying staff.

I agree to the following terms and condition of the excursion:

- I authorise the supervising staff to obtain all medical and dental advice and treatment including admission to hospital, and to consent to operations and the administration of anaesthetics where they consider this to be in the best interests of my health. I agree to pay for the costs of such advice, treatment or hospitalisation, and related costs, and hereby indemnify Saint Ignatius' College, Riverview, staff and other servants or agents of the College, in respect of any claim made for payment in respect of such medical advice treatment, hospitalisation and related costs.
- I understand that every attempt will be made to contact my nominated emergency contact by telephone prior to any major treatment or procedures. As a result of medical treatment or ill health, supervising staff may make arrangements for me to return home. I hereby indemnify Saint Ignatius' College, Riverview, staff and all other servants or agents of the College, in respect of any claim made for payment in respect thereof.
- Except to the extent of any coverage of the employee or volunteer under any insurance or workers compensation policy kept on file by the College, I understand the College will not be responsible for any costs, loss or damage associated with any illness which may affect the employee while overseas.
- I hereby indemnify Saint Ignatius' College, Riverview, its staff, servants and agents from all claims and liabilities for the death or personal injury that occurs during, or as a result of, participating in the immersion / country placement.

Please note: Volunteer supervisors are not eligible for workers compensation, but may be eligible for some limited assistance under the Accident Policy which the school holds for authorised volunteers. Careful records should be kept as above and inquiries made to the school upon return.

Name _____ Date _____

Signature _____