



Excursions and Tours 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 aspirational. Saint Ignatius' College Riverview supports organised excursions and tours where participants shall be students currently enrolled at the College, parents of students currently enrolled at the College, supervising teachers/staff or other persons approved by the College. All excursions and tours should be in harmony with the school's philosophy and the management of excursions and tours are required to ensure that the good name of the College is upheld at all times.

Excursions and tours are structured learning experiences that complement and integrate quality teaching and learning programs which occur outside the normal class lesson and are associated with academic, pastoral, cultural or co-curricular pursuits. Excursions include field trips, events, in-school activities outings (including mentor groups) and sporting occasions. Tours include camps, overnight tours, student exchanges and overseas tours.

Principles:

Rationale, Purpose and Conduct

- There must be a direct link to the academic, cultural, faith-formation, co-curricular and/or pastoral care programs of the College; or there must be 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 of services.
- Excursions and tours are limited to one excursion or tour per subject/co-curricular sport/activity per year.

Planning, Approval and Risk Management

- Thorough planning will be undertaken which will ensure the safety and welfare of the staff and students who participate.
- A risk assessment must be conducted and a Risk Management Plan developed for every excursion and tour.
- 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 mitigating circumstances such as the status of payment of tuition fees may feature in a decision to prevent a student from attending an excursion.
- The College reserves the right to cancel any excursion or tour should it determine the level of risk relating to the excursion or tour is too high. The College bears no liability for loss incurred as a result of this decision.



- The Excursion/Tour Coordinator of non-sporting tours must consult with and provide regular updates to the Dean of Studies during the proposal, approval, planning stages and during the excursion/tour.
- The Excursion/Tour Coordinator of sporting tours must consult with and provide regular updates to the Head of Co-curricular during the proposal, approval, planning stages and during the excursion/tour.

Staffing / Supervision

- Staff on excursions and tours 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 excursions and 1:10 for all tours and excursions deemed medium risk, with a minimum of 2 supervising adults, one of whom is a registered teacher at Saint Ignatius' College, Riverview.
- Staffing of excursions is to be approved by the Planning Committee, in consultation with the Excursion Coordinator via the Dean of Studies.
- Staffing of Tours is to be approved by the Deputy Principal Staff in consultation with the Tour Coordinator Staff via the Dean of Studies.
- Any adults who accompany excursions and tours 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 excursion or tour.
- All supervising adults must be familiar with the itinerary, student medical information and risk management plan.
- All supervising adults are to account for all cash advances and all expenditures made in relation to the Excursion or Tour, including obtaining and keeping receipts and reconciling expenses to funds provided.

Additional Principles for tours:

- Full observance of the requirements associated with DFAT will be followed in the event of overseas travel.
- Experience-Reflection- Action being the core of any Ignatian pedagogy, the end of each day on excursion should conclude (whenever possible) with a reflection on the day's experiences and the meaning which surfaces.
- All overseas Tours (educational and co-curricular) are to include an "Ignatian component" (e.g., visits to a Jesuit school, ministry or historical site).
- Parents are only to commit to Excursions or Tours 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 Excursion or Tour as the payment instalments fall due.
- Costs will be kept to a minimum to best assist all interested students access.
- 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.
- In the event of overseas travel, the Tour Co-ordinator must register all participants' details and the group's itinerary with the Australian Embassy in the destination country/ies and DFAT.



- In the event that the tour 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 trip is cancelled and the insurance cover does not provide reimbursement in the circumstances.

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 (*Tours only*)** using the template provided by the Business Office.

Approval

All Excursion proposals are to be submitted to the Planning Committee via the Dean of Studies for approval 2 weeks prior to the proposed date.

All Tour proposals are to be submitted to the Executive Team via the Dean of Studies for approval 12 months prior to the proposed departure date.

Planning

Consent and Information

All communication relating to the excursion or tour between staff and/or students/parents is to be documented in writing.

The Excursion or Tour Coordinator is responsible for ensuring the following documentation has been completed by parents and/or participants and returned to the College:

| Form | Form Required for | Required to be distributed | Required to be returned |
|-------------------------------------------------------------------------------------------|-------------------|---------------------------------|--------------------------------|
| Excursion Information and Consent Form (Refer Appendix C for Template) | Excursions | 2 weeks prior to excursion date | 1 week prior to excursion date |
| Tour Application, | Interstate and | At least 6 months prior | At least 5 months prior |



| Form | Form Required for | Required to be distributed | Required to be returned |
|---------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Consent and Indemnity Form (Refer Appendix D for Template) | Overseas Tours Camps | to departure date of tour At least 6 weeks prior to departure date of camp | to departure date of tour At least 4 weeks prior to date of camp |
| Medical Information Form (To be obtained from the Health Centre) | Interstate and Overseas Tours Camps | At least 6 months prior to departure date of tour At least 6 weeks prior to departure date of camp | At least 5 months prior to departure date of tour At least 4 weeks prior to date of camp |
| Consent and Indemnity Form for Accompanying Adults (Refer Appendix E for Template) | Interstate and Overseas Tours Camps | At least 6 months prior to departure date of excursion At least 6 weeks prior to departure date of camp | At least 5 months prior to departure date of excursion At least 4 weeks prior to date of camp |

Risk Management

- **Risk Management Plan** - The Excursion or Tour 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 via the Dean of Studies.
- 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 Tour 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 College Health Centre in consultation with the College doctor will determine the vaccination program that students and supervising adults must undertake in order to travel. Students and Supervising Adults who do not meet the minimum requirements are unable to travel.



- Students and Supervising Adults 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 - Tours

The following documents must be provided to Main Reception, Principal, College Contact Person, Dean of Studies, Head of Risk and Compliance prior to the Tour:

- 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 - Tours

The Tour Coordinator must appoint a staff member of Saint Ignatius College, Riverview as the College Contact Person for the Tour. The College Contact Person:

- Must be contactable at all times for the duration of the Excursion.
- Must keep the Tour 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.

Organising Committee – Tours

- The Tour Coordinator is required to form an Organising Committee. The Committee must include the Tour Coordinator who will be the link between the College and the Organising Committee. The Organising Committee will consist of:

| | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <i>Office Bearers -</i> | Chair, Secretary and Treasurer. |
| <i>Committee -</i> | Fundraisers, helpers, students etc. |
| <i>CHAIR:</i> | Conducts meetings, raises funds, prepares meeting agendas. |
| <i>TREASURER:</i> | Prepares budget, raises funds, accounts for all expenses including cash payments, prepares financial expense reconciliations, banking. |
| <i>SECRETARY:</i> | 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.

During the Excursion / Tour

- 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 - Tours

An indication of the expected cost of the Tour will be provided to parents and students at the first Information meeting.

Parents will then be formally asked to confirm their commitment and place for their son on the Tour by paying a deposit (approx. 10% of the expected cost). Once numbers are confirmed by the Tour Coordinator and there are sufficient numbers for the Tour to go ahead, this deposit becomes non-refundable. However, should the Tour 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 Tour. The Tour Coordinator must provide a list of Students with ID numbers to the Finance Manager in order for the Deposit to be billed. 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 Tour will not be accepted. This requirement must be made clear to all parents at this stage.

The College will not provide any financial assistance to parents to enable students to go on Tours.

Following the confirmation of the Tour going ahead by the Tour Coordinator and the receipt of the initial deposit committing their son to the Tour, parents will be advised by the Tour Coordinator the Total Cost of the Tour and a monthly Instalment payment schedule to pay the total costs of the Tour. These 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 sons position on the Tour will be withdrawn. Tour 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 Tour costs, after seeking refunds from the travel agent, airline and/or travel insurer. This requirement must be made clear to all parents before they make a commitment to the Tour.

Cost Analysis - Tours

- The Director of Operations, in consultation with the Tour 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 Excursion 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.

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 excursions and tours.

- Excursion / Tour 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
- Excursion/Tour Coordinator appointed
- Excursion/Tour information and consent documents and forms distributed to participants and their parents
- Organising Committee established (Tours only)
- 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 (Tours Only)
- 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
- Tour documents provided to Main Reception, Principal, College Contact Person, Dean of Studies and Head of Risk and Compliance
- Pre departure meeting held with participants and parents (Tours only)
- Account for all expenditure on the Tour 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 excursions, tours, camps, exchanges, outings and events. The Plan is developed to make excursions, tours and events 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 Excursion/Tour/Event 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 excursion/tour/event 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 excursion/tour/event
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 excursion/tour/event 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.



Risk Management Plan

| | |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title: Location: Date(s): | Group/Class/Person: Name of Coordinator: Contact number of Coordinator Accompanying staff, parents, caregivers and volunteers: |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Activity | Hazard Identification Type/Cause | Risk Rating | | | Elimination or Control Measures | Risk Rating | | | Who | When |
|----------|-------------------------------------|-------------|---|---|---------------------------------|-------------|---|---|-----|------|
| | | L | C | R | | L | C | R | | |
| | | | | | - | | | | | |
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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 : Excursion Information and Consent Form

| Excursion application form and excursion consent / indemnity form | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Excursion Details | |
| Title of Excursion | <i>To be completed by organising staff member</i> |
| Excursion Destination | <i>To be completed by organising staff member</i> |
| Excursion Date | <i>To be completed by organising staff member</i> |
| Excursion Description | <i>To be completed by organising staff member</i> |
| <p>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 excursion away from the College.</p> | |
| <p>I acknowledge that during the excursion, acceptable standards of behaviour will be expected of the students. I agree that my son will be subject to the authority of the supervising staff.</p> <p>I accept that my son must comply with the College policy in respect of the use of alcohol and illegal and prohibited substances.</p> <p>I accept that students must always remain in groups of three as a minimum and must not depart from the group at any time without the consent of the supervising teacher.</p> <p>I have read all of the above information provided by the College in relation to the above excursion including any attached material. I give permission for my son _____ to participate in the Saint Ignatius' College, Riverview (<i>insert excursion title</i>).</p> <p>I agree to accept the Terms and Conditions applicable to this excursion. I understand my son is now committed to this excursion.</p> | |
| <i>Parent/guardian 1</i> | |
| Name _____ | Date _____ |
| Signature _____ | |
| <i>Parent/guardian 2</i> | |
| Name _____ | Date _____ |
| Signature _____ | |
| <i>Both Parents / Guardians to sign if possible</i> | |



Appendix D : Tour Application, Consent and Indemnity Form

| Tour application form and excursion consent / indemnity form | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------|--|
| Tour Details | | | |
| Title of ETour | <i>To be completed by organising staff member</i> | | |
| Tour Destination | <i>To be completed by organising staff member</i> | | |
| Tour Date/s | <i>To be completed by organising staff member</i> | | |
| Information about some or all of the following tour (depending on the nature of the excursion) is included in the accompanying attachment: | | | |
| <ul style="list-style-type: none"> • a full itinerary detailing all activities including 'free time' arrangements (if any) • full details regarding site contact details • contingency plans, including alternative program • staff members and authorised volunteers names • cost, payment procedure (and refunds policy) • travel insurance (overseas travel) • passport requirements (overseas travel) • clothing and equipment required • vaccinations required • College Contact Person information, 24 hour contact details and instructions regarding contact • Other matters that may apply (e.g. behaviour, dress, student selection) | | | |
| Student Details | | | |
| First Name: | | Surname: | |
| Date of Birth: | | House: | |
| Passport No. | | Passport Expiry: | |
| What do you hope to gain from this tour? | | | |
| Family Details | | | |
| Mother / Guardian: | | | |
| Contact number: | | Contact email: | |
| Father / Guardian: | | | |
| Contact number: | | Contact email: | |



Parent Consent

I acknowledge that during the excursion, acceptable standards of behaviour will be expected of the students. I agree that my son will be subject to the authority of the supervising staff.

I accept that my son must comply with the College policy in respect of the use of alcohol and illegal and prohibited substances.

I accept that in the event of any unscheduled or 'free time', students must always remain in groups of three as a minimum and must not depart from the group at any time without the consent of the supervising teacher.

I understand that in the event of my son's serious misbehaviour during the tour, he may be sent home under appropriate supervision. I further understand that in such circumstances I will be informed and that any costs associated with his return will be my responsibility.

In the event that the Principal or his delegate deem it inappropriate for supervising staff to leave the tour to escort a student home, then the Principal or his delegate may, at their discretion, dispatch staff from Sydney to retrieve the student to be sent home and to escort that student home. The same situation may also exist when a student suffers illness or injury. I understand that in any event, I will be informed and that costs incurred associated with the retrieval staff member and/ or my son will be my responsibility.

I have read all of the above information provided by the College in relation to the above tour including any attached material. I give permission for my son _____ to participate in the Saint Ignatius' College, Riverview (*insert tour title*).

I agree to accept the Terms and Conditions applicable to this tour. I understand my son is now committed to this excursion and I am aware that the College requires that payment of tuition fees be made in priority to expenditure for this tour.

Parent/guardian 1

Name _____ Date _____

Signature _____

Parent/guardian 2

Name _____ Date _____

Signature _____

Both Parents / Guardians to sign if possible



Student Consent

I have read all of the above information provided by the school in relation to the tour including any attached material.

I agree that I will behave in a courteous and cooperative manner with accompanying staff and students.

I agree that I will abide by the school's policies in relation to the use of alcohol and illegal and prohibited substances.

I agree that I will respect the authority of supervising staff and that I will obey all reasonable instructions.

I agree that I will be respectful of varying cultural, social and religious situations that may require specific behaviour and or specific clothing.

I agree that I will never depart from the group unaccompanied or without permission and will take care to protect my own safety as well as the safety of others in the group at all times.

I accept that in the event of any unscheduled or 'free time', I must always remain in pairs / groups of three as a minimum.

I understand that in the event of my serious misbehaviour during the tour, I may be sent home under appropriate supervision.

Name _____ Date _____

Signature _____



Indemnity

Sporting and other school activities may, in some circumstances, can be dangerous and result in personal injury, disability, illness or death. Being aware of those risks parents consent their sons participating in the full range of curricular and co-curricular activities carried out by the College from time to time away from the College.

We confirm our request that our son _____

Date of Birth ___ / ___ / ___ take part in the _____ tour.

We agree to pay all costs associated with this tour.

We agree that the supervising staff appointed by Saint Ignatius' College, Riverview will be the authorised representative of the College during the excursion and will be in charge of the tour.

We agree to the following terms and conditions of the tour:

- I/We authorise the supervising staff to obtain all medical and dental advice and treatment including the administration of our son to hospital, and consent to operations and the administration of anaesthetics to our son where they consider this to be in the best interests of his health. We agree to pay for the costs of such advice, treatment or hospitalisation, and related costs, and hereby indemnify the College, staff and all other servants or agents of the College, in respect of any claim made for the payment in respect of medical advice, treatment, hospitalisation and related costs.
- I/We understand that every attempt will be made to contact me/us by telephone prior to any major treatment or procedure. As a result of medical treatment or ill health, supervising staff may make arrangements for our son to return home. We hereby indemnify the College, staff and all other servants or agents of the College, in respect of any claim made for payment in respect thereof.
- I/We understand that in the case of our son being sent home, he may be sent home unaccompanied by a staff member, having been placed in the care of the airline.
- I/We hereby indemnify Saint Ignatius' College, Riverview, its staff, servants and agents from all claims and liabilities for the death or personal injury of our son that occurs during, or as a result of, participating in the tour.

Parent/guardian 1

Name _____ Date _____

Signature _____

Parent/guardian 2

Name _____ Date _____

Signature _____

Both Parents / Guardians to sign if possible



Appendix E : Tour Consent and Indemnity Form for Accompanying Adults

Excursion 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 excursion 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 tour.
- 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:

- Excursions and Tours 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 tour.

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 _____