Immersion & Overseas/Interstate Tours Policy

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

PRINCIPLES:
Interstate and international tours, whether they are associated with academic, pastoral, cultural or co-curricular pursuits will be conducted according to the following principles:

- That all proposed tours are directly linked to the academic, cultural, faith-formation, co-curricular and/or pastoral care programs of the school;
- That all tours will have enunciated aims and rationale congruent with the ethos of the school;
- That religious observances such as Mass on weekends are part of the planning and management of interstate and overseas tours;
- That thorough planning will be undertaken which will ensure the safety and welfare of the staff and students who participate;
- That all participants will act as ambassadors of the school and promote the cause of Jesuit education;
- That costs will be kept to a minimum to enable all interested students access, and to not exclude the poor and disadvantaged;
- The College will attempt to find ways to assist students on Bursaries, or from poorer families, to participate in Immersion if necessary;
- Educational or sporting tours are to include an “Ignatian component” (e.g., visit to a Jesuit school, ministry or historical site);
- Experience-Reflection- Action being the core of any Ignatian pedagogy, the end of each day on Immersion/Tour should conclude (whenever possible) with a reflection on the day’s experiences and the meaning which surfaces; a Journal is to be kept on Immersions;
- Upon the conclusion of 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”;

- That fundraising will be coordinated with the Development Office and not compromise fundraising for charitable, mission and justice initiatives related to the Jesuit ethos of the school;
- That full observance of the requirements associated with the Department of Foreign Affairs will be followed in the event of overseas travel.

PROCEDURES:

The following procedures must be followed when proposing, planning for and conducting an overseas or interstate tour:

1. Application For A Tour

Interstate/ overseas tours will be the object of formal proposal to and approval by the College Executive Team. In the normal course of events, the application would be forwarded 18 months in advance of the proposed tour. The proposal will include:

1.1 Proposal Outline (1 A4 Page)

- Nature of the tour - a brief statement outlining the purpose of the tour and the expected benefits.
- Departure date/ return date
- Numbers participating – include the names of students, staff and parents
- Fundraising target

1.2 Fundraising Plan

The achievement of sufficient funds to run the tour is a key issue. A Fundraising Plan should be compiled listing:

- nature of activities and amounts to be raised
- schedule/calendar of events

Any events planned should be included on the school calendar and should, where possible, avoid any clashes with other school activities. In particular, Lent should generally be avoided for fundraising, as the focus during this time is on works of charity, mission and justice.

1.3 Budget

A formal budget must be submitted before the tour can be approved. Any changes/amendments to budget during the pre-tour events must be notified.

Suggested structure:

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<td>Functions (detail)</td>
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<td>Sponsors</td>
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<td>Donations</td>
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<td>Raffles</td>
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2. Organisation And Planning

2.1 Organising Committee
There should be an organising committee which must include at least one staff member. This person will be the link between the school and the organising committee. The Organising Committee will consist of:
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.

2.2 Tour Plan
How the tour will be conducted: - itinerary
                                          - fundraising strategy
                                          - programme of events, fundraisers etc.

2.3 Regular Meetings
Minutes of meetings must be kept and a copy provided to the school.

2.4 Regular Reporting
Budget must be submitted before approval can be given. Any changes to the budget or other significant amendments must be notified.

2.5 Contingencies
A formal record via minutes should provide for the distribution of any funds raised to the school if the tour does not proceed.

3. Tour Requirements

3.1 In the case of Overseas and Interstate Trips, the following conditions need to be met:

3.1.1 That students are accompanied by at least two authorised excursion staff. The minimum ratio is 1:10 students. However, there must be a minimum of two excursion staff for all trips, one of whom is a registered teacher at Saint Ignatius’ College Riverview. Any adults not employed by the school who accompany tours are required to undergo Police Checks and to conform to Child Protection Legislation.

3.1.2 That a school contact person be nominated. This person must be contactable at all times for the duration of the activity and have copies of:
- The names of all participating students and staff
- The mobile phone contacts of any participating staff
- The email contacts of any participating staff
- The family contact details for all participating students and staff
- Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details
- Copies of parental consent and medical advice forms
• Emergency/contingency plans
• In the case of overseas trips, the contact details of the Australian Embassy or High Commission in the country of destination. The school contact person must keep the teacher in charge up to date with any relevant information from the Department of Foreign Affairs about the country of destination by checking the website www.dfat.gov.au at regular intervals. The school contact person should 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 such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the school contact person would:
  Immediately contact the Principal, or delegated authority, and provide them with the necessary information.
  Act as a liaison between the school, emergency services and parents, accepting that this role in an emergency might be otherwise allocated within the school.

3.1.3 That the Main Reception be provided with copies of:
  • The names of all participating students and staff
  • The mobile phone contacts of any participating staff
  • The family contact details for all participating students and staff
  • Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details.

3.1.4 That the accompanying excursion staff take a mobile phone with International Roam function for emergency contact at all times;

3.1.5 That all excursion staff undertake their duty of care obligations carefully, mindful of the fact that they are on duty throughout the entire trip;

3.1.6 That in accordance with the religious practices of a Catholic school, attendance at Mass on Sundays is a requirement, and be included in the planning and itinerary for trips, except where impractical due to travel or unavailability;

3.1.7 That the accompanying forms are completed, including a detailed itinerary (see Appendices).

3.2 In the case of Overseas Trips, the following conditions also need to be met:

3.2.1 That prior to the commencement of travel, the teacher in charge contacts the Department of Foreign Affairs to ascertain any risks associated with the travel plans. The Department needs to be provided with the details of the excursion, the number of students and staff involved and the duration of the trip, so that accurate and informed advice can be obtained. The teacher in charge should carefully note any advice which is obtained and ensure that it complies with any advice provided. Parents should be consulted and informed regarding any advice received from the Department of Foreign Affairs on www.dfat.gov.au

3.2.2 The teacher in charge must register with the Australian Embassy in the country of destination. All student and staff names should be lodged with the Embassy together with a copy of the group’s itinerary.
3.2.3 That students and their parents are clearly informed that the Principal has the right to qualify or withdraw his/her approval for trips at any time if the political situation deteriorates or for any other safety reason. In this respect, the Principal will be guided by the Department of Foreign Affairs and/or the Minister of Education. It is possible in these circumstances that travel may be cancelled at short notice.

3.2.4 That 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 family finances and the status of payment of tuition fees may feature in a decision to prevent a student from attending an overseas or interstate tour.

3.2.5 That in the event that the trip is cancelled, parents and students are informed that 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.

3.2.6 Travel to North America, central or Western Europe, the United Kingdom, New Zealand or Japan does not normally require vaccinations. Brief stopovers in Bangkok, Singapore or Hong Kong do not usually require vaccinations. For any other destination, the teacher in charge must seek up to date advice and forward information to participants and parents. Health information can be obtained from:

- Australian Government Department of Foreign Affairs and Trade smartraveller.gov.au
  Phone 1300 555 135

REFERENCES:

Catholic Education Office, 38 Renwick Street, Leichhardt, 2040   Phone (02) 9569 6111

Appendices Attached:

Appendix A: Proforma: Parent Excursion Consent – Interstate and Overseas Trips
Appendix B: Confidential Medical Information for School Approved Excursions
Appendix C: Confidential Staff/Volunteer Health Form
APPENDIX A:
PROFORMA: PARENT EXCURSION CONSENT – INTERSTATE AND OVERSEAS TRIPS
OVERSEAS AND INTERSTATE TOURS

1. Title of excursion

2. Destination of excursion

3. Date(s) of excursion

4. Information about the excursion – see Attachment

   Note 1:
   Information including some or all of the following (depending on the nature of the excursion) is included in the accompanying attachment:
   - departure and return time
   - 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 (and refund policy)
   - travel insurance (overseas trips)
   - passport requirements (overseas trips)
   - clothing and equipment needed
   - vaccinations needed (if any)
   - name of School Contact Person and contact details (24 hour contact details) and instructions regarding contact
   - other matters that may apply, such as behaviour, dress, selection of students (if places are limited).

Please note: Parents will be provided with a copy of all documentation including copies of signed forms. School contact person will have copies of all documentation including copies of all signed forms. Teacher in charge will take copies of signed forms and copies of all passports of students and staff on trip.

5. Student behaviour
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 school 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 pairs 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 excursion, 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.

6. Parent consent
I have read all of the above information provided by the school in relation to the above excursion including any attached material.

I give permission for my son to attend

(Student)

Parent/guardian 1

(Name)

(Signature) (Date)

Parent/guardian 2

(Name)

(Signature) (Date)

7. Student Consent
I have read all of the above information provided by the school in relation to the excursion 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 as a minimum.

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

(Signature)  (Date)

Note 2:
Parents should also complete the form ‘Confidential medical information for approved excursions’, and should sign ‘Consent to medical attention’.
APPENDIX B:
CONFIDENTIAL MEDICAL INFORMATION FOR SCHOOL APPROVED EXCURSIONS OVERSEAS AND INTERSTATE TOURS

This information is intended to assist the school in case of any medical emergency involving your son. All information is held in confidence.

Son’s name
Date of birth
Year level
Parent’s/Guardian’s full name
Address
Emergency telephone numbers
Name and address of family doctor
Medicare no.
Medical/hospital insurance fund
Contribution no.

Please tick if your child suffers any of the following:
❖ Bed wetting  ❖ Fits of any type  ❖ Heart condition  ❖ Asthma  ❖ Diabetes
❖ Dizzy spells  ❖ Sleepwalking  ❖ Blackouts  ❖ Migraine  ❖ Travel sickness
❖ Anxiety disorder  ❖ Other

Allergies to:
❖ Penicillin ___________________________  ❖ Other drugs______________________________
❖ Any foods ___________________________  ❖ Other ____________________________________

What special care is recommended?
__________________________________________________________________________________
__________________________________________________________________________________

Is there a Medical Management Plan in place?  • Yes  • No
Does the school have an up to date copy of the Medical Management Plan?  • Yes  • No
If no, are you aware of any medical emergency that could arise?  • Yes  • No
Please provide details of emergency and how to recognise it?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Emergency Treatment:
Tetanus immunisation: Year of last tetanus immunisation ________________________
(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT)).
Tablets and medicines: Is your son presently taking tablets and/or medicine?  • Yes  • No
If yes, please state name of medication, dosage, etc. ________________________________
All medication containers must be labelled with your son’s name, the dose to be taken, specific storage conditions, and when it should be taken. For Customs processes, you must enquire with your doctor whether it is necessary for your son to carry a letter from the doctor confirming that the medication is prescribed by a registered medical practitioner. If it is necessary or appropriate for your son to carry his own medication (for example, asthma puffers or insulin for diabetes) it must be with the knowledge and approval of both the teacher-in-charge and yourself.

Previous experience: Is this the first time your son has been away from home? •Yes •No

CONSENT TO MEDICAL ATTENTION
Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise:

☒ The teacher-in-charge (insert name) ___________________________as my nominee to give consent to the appropriate medical or dental authorities for my child where such authorisation is required, eg. general anaesthetic, blood transfusion etc. I give this consent on the understanding that the teacher-in-charge will, if at all possible, contact me by telephone prior to consenting to the administration of medical or dental treatment by the medical practitioner, dentist or hospital concerned. However, if the medical or dental practitioner considers that the medical or dental treatment should be administered immediately, and the teacher-in-charge is unable to contact me, I authorise the teacher-in-charge to consent to the administration of medical or dental treatment.

☒ The supervising staff to administer such first aid as the teacher-in-charge may judge to be reasonably necessary.

☒ I understand that in the event of illness or accident to my child, I will be responsible for all associated costs and charges, including ambulance transportation. It is a requirement of the College that students involved in overseas travel take out travel insurance as detailed in the Attachment. Please ensure that any documents relating to travel insurance are kept in a safe place.

Signature of parent/guardian 1 ___________________________ (Date)

Signature of parent/guardian 2 ___________________________ (Date)
APPENDIX B:
CONFIDENTIAL MEDICAL INFORMATION FOR SCHOOL APPROVED EXCURSIONS
OVERSEAS AND INTERSTATE TOURS

STATUTORY DECLARATION

I (Parent/Guardian - full name)________________________________________________________

and

(Parent/Guardian – full name)________________________________________________________

do solemnly and sincerely declare that I am/we are the parents of: (Full name of son)
                                                                                           
Australian passport number:__________________________________________________________

hereby appoint:

Name of Teacher in Charge __________________________________________________________

and

Name of other nominated supervising Teacher ___________________________________________

As guardians giving them jointly or severally, authority to take action in my absence to safeguard my
son’s health, safety and welfare while he is travelling with the above mentioned staff members on his
school approved excursion. This incorporates the need to seek any appropriate medical or dental
attention in the event of sickness or accident should such a situation arise.

This form must be signed in the presence of a JP or solicitor:

Declared at_________________________________________ New South Wales on

This _______ day of _______ 20_

Signed by Parent/guardian 1: _____________________________________________

Signed by Parent/guardian 2: _____________________________________________

Before me (JP or Solicitor):___________________________________________

Title and full name:___________________________________________________________
APPENDIX C:
CONFIDENTIAL MEDICAL INFORMATION FOR SCHOOL APPROVED EXCURSIONS OVERSEAS AND INTERSTATE TOURS

CONFIDENTIAL

STAFF/VOLUNTEER HEALTH FORM

FAMILY NAME
GIVEN NAMES
DATE OF BIRTH
RESIDENTIAL ADDRESS
HOME PHONE NUMBER
EMERGENCY DETAILS
MEDICARE NUMBER
DOCTOR’S NAME
DOCTOR’S TELEPHONE
AMBULANCE COVER YES / NO
PRIVATE HEALTH COVER YES / NO
FUND
EMERGENCY CONTACT
NAME OF CONTACT 1
RELATIONSHIP (optional)
TELEPHONE NUMBER
NAME OF CONTACT 2
RELATIONSHIP (optional)
TELEPHONE NUMBER
APPENDIX C:
CONFIDENTIAL MEDICAL INFORMATION FOR SCHOOL APPROVED EXCURSIONS
OVERSEAS AND INTERSTATE TOURS

1. Health care details

1. Do you have any medical condition or other health care concern which we should be aware of, including allergies? Yes/No

Please provide details:
_________________________________________________________________________________
_________________________________________________________________________________

2. Are you aware of any medical emergency that could arise? Yes/No

Please provide details of emergency and how to recognise it:
_________________________________________________________________________________
_________________________________________________________________________________

Emergency Treatment:

Are you immunised against tetanus? Yes/No

Date of last tetanus booster? ________________________________

Medical Consent

In case of emergency, and in the event that I am unable to give consent at the time, I give
__________________________ and/or __________________________ of Saint Ignatius’ College
Riverview permission to use his or her judgment in obtaining any medical attention which he or she
considers necessary. I consent to my doctor or medical specialist being contacted in an emergency.

To the best of my knowledge I am fit and able to undertake this school approved excursion to
_________________________. I am aware of the activities that will be undertaken and of the duration of the
trip.

(Signature)

(Date)
APPENDIX C: 
CONFIDENTIAL MEDICAL INFORMATION FOR SCHOOL APPROVED EXCURSIONS OVERSEAS AND INTERSTATE TOURS

2. Work related Activities

2.1.1 If the employee suffers a work-related injury, the employee must:

2.1.2 Immediately report that injury, in writing, to the teacher-in-charge. The report should state:

   2.1.2.1 the date and time of the injury
   2.1.2.2 the location or address where the injury occurred
   2.1.2.3 the nature of the injury
   2.1.2.4 how the injury occurred
   2.1.2.5 ensure that you sign the report

2.1.3 The teacher-in-charge will countersign your report and return it to you.

2.1.4 If possible, a doctor’s certificate should be obtained and carefully retained together with your report.

2.2. Upon return to Sydney, the employee will immediately notify the school of any work-related injury, complete the appropriate forms, and keep careful records and documentation relating to the injury.

2.3. Please note: Volunteer supervisors are not eligible for workers compensation, but may be eligible for 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.

3. Personal Effects, Vehicles and Travel

3.1 The school will not be 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 overseas study. (However, we recommend that the participating staff take out travel insurance to cover such possessions.)

3.2 The school 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.

3.3 The school will not be responsible for any claim relating to travel delays or stoppages.
4. Reasonable Care

4.1 The employee or volunteer undertakes to exercise reasonable care and to take all precautions to protect the employee’s or volunteer’s own health and safety as well as that of other persons with whom the employee or volunteer comes into contact.

5. Misconduct

5.1 The employee or volunteer will at all times while on interstate or overseas excursions behave in a responsible, polite and courteous manner, and, particularly, will not do, or omit to do, anything which causes students, employees or volunteers or the school any loss of reputation or embarrassment.

6. Illness

6.1 Except to the extent of any coverage of the employee or volunteer under any insurance or workers compensation policy kept on file by the school, the school will not be responsible for any costs, loss or damage associated with any illness which may affect the employee while overseas.

6.2 I have read and I understand the terms and conditions as detailed above:

EXECUTION:
Signed by the Employee

In the presence of

Full name of witness

EMPLOYEE or VOLUNTEER: When you have signed this document please forward

ALL pages to _________________________________________________

PLEASE NOTE: A copy of the signed Agreement will be forwarded to you for your records

(Signature) (Date)

(Signature) (Date)

Approved: June 2013

Review: June 2016