



Oakhill College

## Overseas Tours Policy

Policy Classification		
<b>Policy Number</b>	<b>Date of Origin:</b> May 2014	By Whom: Deputy Principal
<b>Policy Audience:</b> Public Domain	<b>Modification History:</b> May 2014 May 2017 May 2019 May 2020	<b>Next Review:</b> 2022
<b>Policy Approval:</b> This policy was approved by the Principal and Senior Leadership Team in May 2020. This policy supersedes all previous policies in relation to matters contained herein. This policy is in accord with the Safeguarding Standards of Catholic Professional Standards Ltd which align with the National Principles of Child Safe Organizations.		

## **1. Rationale**

- 1.1 The College is committed to providing and supporting opportunities for students to further their education and broaden their experience across the various aspects of human development: intellectual, spiritual, emotional, social, cultural, recreational and physical. Overseas tours can provide students with a range of opportunities and experiences.
- 1.2 As a registered and accredited school in NSW it is essential to ensure compliance with the New South Wales Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools NSW Manual (March 2020, 3.6.1-3.6.3). As a result the College has in place and implements policies and procedures that provide a safe and supportive environment.
- 1.3 This policy has been developed to outline the mandatory approval process, procedures in planning and the expectations for the conduct of overseas tours organised by the College. It identifies associated issues and provides a framework for the College to ensure that all the necessary steps are taken to provide for the safety and welfare of the students and supervising staff.
- 1.3 All overseas tours require extensive risk assessment, contingency planning and training prior to travel being undertaken. Staff and accompanying adults, students, parents and travel hosts need a thorough understanding of the concept of 'duty of care'. The supervision and wellbeing of students must be clearly defined and understood by all parties before departure.

## **2. Guiding Principles**

- 2.1 The physical, social and emotional wellbeing of students and accompanying adults are of paramount concern in the planning of overseas tours.
- 2.2 All participants on an overseas tour will represent the College in a positive manner and promote the cause of Lasallian education.
- 2.3 The purpose of all overseas tours should reflect the principles of those in the Oakhill Graduate and where relevant student learning outcomes in curriculum programmes.
- 2.4 All tours must be self-funded. The travel costs for staff must be incorporated in the cost per student. There will be no College financial support. No additional pecuniary benefit is payable to staff or accompanying adults who choose to participate.
- 2.5. Regard must be given to the financial burden on the families of participating students. Participation by students is voluntary.
- 2.6. Every effort must be made to formally assess potential risks. Risk Assessment Management Plans must be developed to eliminate and/or mitigate against risk wherever it is foreseeable. These plans must be communicated to all stakeholders including parents. Contingency plans must be provided to guide a response in a critical incident.
- 2.7. The primary responsibility for the approval of College overseas tours rests with the College Board, the Principal and the Senior Leadership team.

## **3.0 Policy**

### **3.1 Overseas Tour Procedures Flow Chart**

The steps outlined in the Overseas Tour Procedures Flow Chart (see Supporting Guideline 6.2.1) must be followed when proposing, planning and conducting an overseas tour.

### **3.2 Dates of Overseas Tour**

To minimise disruption to teaching and learning, all overseas tours should take place during College holidays. At least two full days of the holiday period should be given to staff and students attending the overseas tour to be at home.

### 3.3 Obtaining Quotes for Overseas Tours

- 3.3.1 A tender process facilitated by the Bursar and Operations Manager for overseas tours in excess of \$50,000 must be followed and at least three quotes obtained from licensed travel agents for all overseas tours. If three quotes cannot be obtained by the tender process the decision to proceed with a particular travel agent will be made by the Principal. For overseas tours less than \$50,000 at least two quotes should be obtained.
- 3.3.2 Staff intending to organise travel for students must take note of the following legal advice from the Ministry of Fair Trading. "Colleges may be able to arrange some travel for students without breaching the Travel Agents Act ("The Act"). The extent to which a College carries on the activity of arranging travel will ultimately determine whether or not they are "carrying on business" as a travel agent without a license, in breach of the Act. The risk of breach can, however, be minimised by engaging the services of a licensed travel agent whenever practicable."

### 3.4 Fundraising and Sponsorship

Fundraising and sponsorships may be conducted at the discretion of the Principal or their delegate to assist the travelling party to participate in the tour, or to sponsor the local communities that are being visited. The College Planning Committee must be advised of any proposed fundraising activities.

### 3.5 Catholic and Lasallian Component

- 3.5.1 In accordance with the religious practices of a Catholic school, attendance at Mass on Sundays is a requirement and must be included in the planning and itinerary for trips, except where impractical due to travel, unavailability or lack of access to a Church.
- 3.5.2 All overseas tours should include a "Lasallian component" for example a visit to a Lasallian school, ministry or historical site wherever feasible.

### 3.6 Selection of Students on Tours

- 3.6.1 Every overseas tour must be designed to be inclusive of all students. The Disability Discrimination Act makes it unlawful for the College to subject a student to any detriment on the basis of his / her disability. All reasonable efforts must be made to enable disabled students to attend overseas tours.
- 3.6.2 Overseas tours must be voluntary and not a condition of passing a subject, part of a required assessment task or selection in a co-curricular activity for example sports team.
- 3.6.3 Before approving the participation of a student on a tour, the Principal or their Delegate must be satisfied that the existing financial commitments (for example school fees) of the family can be met.
- 3.6.4 A student with a poor behaviour record or serious medical or psychological condition will not be permitted to attend an overseas tour without the approval of the Principal or their delegate.
- 3.6.5 All members of the touring party must have the relevant vaccinations. If a member of the touring group does not have recommended vaccinations, permission to participate in the overseas tour will be at the Principal's discretion.
- 3.6.6 Staff organising an overseas tour must have a formal briefing for students in the travelling party which outlines College expectations of their behaviour. These expectations will include all the normal College expectations of students whilst they are at school. A College approved Student Code of Conduct is required to be signed by each student participating in the tour which must be countersigned by their parent or caregiver.

### 3.7 Number of Students attending an Overseas Tour

- 3.7.1 The minimum number of students attending an overseas tour is 15. Overseas tours with less than 15 students will only proceed at the Principal's discretion.
- 3.7.2 The maximum number of students attending an overseas tour will be at the Principal's discretion.

### 3.8 Selection of Staff on Tours

- 3.8.1 The Principal will decide on the number of teachers to accompany the students on the tour. This decision will take into account factors such as age, maturity, location of the tour, specific needs of students, anticipated behaviour and the nature of activities to be undertaken.
- 3.8.2 For overseas tours with the minimum number of 15 students there should be a minimum of three staff travelling to ensure adequate supervision in the case of illness of either a student or a staff member.
- 3.8.3 Overseas tour groups of 30 or more are to have a minimum staff to student ratio of 1:10.
- 3.8.4 At least one male teacher is required to attend an overseas tour if the tour group includes male students. This may be altered at the Principal's discretion.
- 3.8.5 At least one female teacher is required to attend an overseas tour if the tour group includes female students. This may be changed at the Principal's discretion.
- 3.8.6 For co-educational groups, male and female supervisors are required. This may be changed at the Principal's discretion.
- 3.8.7 A staff member must be on standby and able to travel to meet the group at short notice. Should a replacement staff member need to travel the cost would be met by the College, rather than being passed on to parents.
- 3.8.8 All staff members of the tour group must have a current qualification in First Aid and anaphylaxis training.
- 3.8.9 Staff accompanying overseas tours need to be appropriately trained and understand that deviation from policies and procedures could result in personal liability or affect Workers Compensation in the event of an issue arising.
- 3.8.10 A College approved Staff Code of Conduct is required to be signed by each staff member participating in the tour.
- 3.8.11 The spouse or child (not currently attending Oakhill College) of a staff member participating in a College organised overseas tour is not permitted.
- 3.8.12 The tour organiser is not to appoint or to imply appointment of staff to an overseas tour prior to consultation with the Principal.

### 3.9 Duty of Care

- 3.9.1 Duty of Care is of paramount importance on an overseas tour. Duty of Care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others. The duty encompasses a wide range of matters, including but not limited to:
  - the provision of adequate supervision;
  - ensuring premises and equipment are safe for students use.
- 3.9.1.3 providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a student who is injured or becomes sick.
- 3.9.2 Parents and / or caregivers are not to 'shadow' an overseas tour as their presence may distract from the educational and learning opportunities for the student and also distract the duty of care boundaries for the College.

### 3.10 Risk Management

- 3.10.1 The College Principal or their Delegate must ensure that a thorough risk assessment is completed for an overseas tour one month before departure. (see Supporting Procedure 6.2.11).
- 3.10.2 No overseas tour will be approved where the College Principal has reservations about any aspect of the planning, or where the risk assessment reveals unacceptable levels of risk.



- 3.10.3 All Australian Government travel advisory warnings must be observed, even if this results in extra expenses or the cancellation of a trip.
- 3.10.4 All overseas tours must be appropriately insured to meet any reasonable eventuality such as cancellation of flights, illness, injury or civil unrest. Travel insurance must be arranged with the College Bursar before any non-refundable bookings are made. The insurer must provide cover in the event that the trip is cancelled at short notice in response to advice provided by the Department of Foreign Affairs.
- 3.10.5 Students should preferably be accommodated in one venue and supervised by staff travelling with the tour. Billeting of students will only be endorsed at the Principal's discretion.
- 3.10.6 The College will not endorse a tour into a remote area where there is no reliable telecommunications access, provision for emergency medical treatment or capacity for evacuation.
- 3.10.7 All overseas tours must have a well-structured and detailed itinerary plan for each day of the tour. Free or unscheduled time should be kept minimal. The Risk Management Plan must be presented for each day of the tour and address each activity undertaken.
- 3.10.8 There should be no deviation from the itinerary plan (unless unforeseeable circumstances for example extreme weather conditions / civil unrest necessitate a change in plans). Any such change is to be communicated to the Principal or their delegate immediately. Participation in an activity that parents have not consented to or where no risk assessment has been made should not take place.
- 3.10.9 All members of an overseas tour should travel together for the duration of the tour. Staff and / or students should not leave the tour group (for example return home early or stay on later) without the authorisation of the Principal.
- 3.10.10 Prior to the commencement of travel, the teacher in charge must contact 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 is to:
- carefully note any advice which is obtained and ensure that it complies with any advice provided;
  - Parents must be consulted and informed regarding any advice received from the Department of Foreign Affairs on [www.dfat.gov.au](http://www.dfat.gov.au)
- 3.10.11 The Principal has the right to qualify or withdraw approval for trips at any other time if the political situation deteriorates or for any safety reason. In this respect, the Principal will be guided by the Department of Foreign Affairs. It is possible in these circumstances that travel may be cancelled at short notice.

### 3.11 Child Protection

- 3.11.1 The College has a mandatory Child Protection responsibility, and this is set out in the College Child Protection Policy. All staff supervising an overseas tour are required to have current child protection training.
- 3.11.2 The same standards of conduct and the obligation to report suspected risk of harm to children and young people, including any allegation of child abuse or misconduct or improper conduct which may involve child abuse by an employee against children or young people, apply throughout all stages of an overseas tour, as they do at school.
- 3.11.3 All accompanying adults must have a working with children check number and have the confidence of the Principal that they possess the requisite personal qualities to satisfactorily relate to young people and provide appropriate leadership.
- 3.11.4 Accommodation and bathroom arrangements are to be such that no staff member or adult is placed in a position where there are potential allegations of improper conduct to be made.

### 3.12 Parents and Caregivers

- 3.12.1 Parents and caregivers must be formally briefed on arrangements prior to the tour. This will provide an opportunity for staff to highlight their expectations of students participating and provide an opportunity for parents to clarify any issues they have with the tour.
- 3.12.2 Parents and or caregivers are required to give their consent and sign a relevant document(s) indicating that they are aware of the itinerary, accommodation arrangements,

all activities being undertaken, supervision details, travel insurance (inclusions and exclusions of policy) and the risk management and contingency plans.

- 3.12.3 On the rare occasion where it is proposed that a student or group of students will participate in an independent activity without the direct supervision of a staff member, it is imperative that the parent or caregiver be fully informed of, and agrees with the arrangements prior to the departure of the tour.
- 3.12.4 Parents will be advised at a Parent Meeting of risks that have been identified and the strategies developed to mitigate or reduce risk. They will be asked to sign a document indicating that they have been briefed on the Risk Assessment and provided with the opportunity to ask questions and/or withdraw their child.
- 3.12.5 Each parent/caregiver will receive a copy of the Tour Company's refund procedures when they express an interest in their child's participation in an overseas excursion
- 3.12.6 Parents/caregivers must be made aware that they could be liable for the balance of any losses incurred from the cancellation of a trip, for any reason, after any insurance benefit has been deducted.

### 3.13 Student behaviour whilst on an Overseas Tour

- 3.13.1 Any grossly inappropriate student behaviour must be reported to the Principal or their Delegate as soon as possible.
- 3.13.2 The tour leader requires the permission of the Principal or their Delegate before sending a student home.
- 3.13.3 In the case of significant student misbehaviour while on tour, parents will be responsible for all additional expenses associated with returning the student home. This may include the expenses of an accompanying adult.

### 3.14 Reporting of Incidents

- 3.14.1 An incident is an occurrence, accident, illness, mishap, threat, natural phenomenon or deliberate action which results in a near miss, loss, misfortune or damage to a person(s), property, data, reputation and standing, and / or finances of an organisation and its community.
- 3.14.2 A critical incident is where the incident that results causes serious injury / death, catastrophic loss and / or disaster.
- 3.14.3 The Incident Reporting Procedure (see Supporting Procedure 6.2.12) must be followed by Staff on Overseas Tours.
- 3.14.4 Staff on Overseas Tours are required to report all incidents to the Principal or their Delegate as soon as possible.

### 3.15 Travel Clothing

Any travel clothing with the College colours and / or crest must be approved by the Senior Leadership Team before ordering.

### 3.16 Tour Documentation

Prior to departure copies all relevant documentation, including but not limited to Risk Management Plan, passport information, visas, medical details, travel insurance details, parental consent, contact numbers and copies of the signed Student and Staff Code of Conduct documents and the signed Overseas Check list must be submitted to the Principal or their Delegate

### 3.17 Records

The Principal must ensure that records of all overseas tours are maintained. These records must include a copy of any advice given to parents or caregivers, costs and approval letters and administrative, supervision and travel details.

#### **4. Policy Review**

The College regularly reviews and updates its policy for the safe conduct of Overseas Tours on the basis of implementation experience, systemic and locally produced risk profiles and the evaluation of teaching and learning outcomes. Staff de-briefing following Overseas Tours provides an opportunity to identify successful practice as well as areas for improvement.

This policy is reviewed by the Principal and/or their delegate at least once every two years.

#### **5. Explanatory Notes and Definitions**

Duty of Care: A legal obligation to ensure the safety or well-being of others

Risk Assessment: A systematic process of evaluating the potential risk may be involved in a projected activity or undertaking.

Risk Management: The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating.

#### **6. Supporting Documents, Procedures and Guidelines**

##### **6.1 Supporting Documents**

- 6.1.1 Enrolment Policy
- 6.1.2 Excursion Policy
- 6.1.3 Student College Diary
- 6.1.4 Child Protection Policy
- 6.1.5 Drug and Alcohol Policy
- 6.1.6 Staff Code of Conduct

##### **6.2 Supporting Procedures and Guidelines**

- 6.2.1 Overseas Tour Procedures Flow Chart
- 6.2.2 Overseas Tour Concept Proposal
- 6.2.3 Sample of Expression of Interest Letter
- 6.2.4 Tender / Quotation
- 6.2.5 Financial Plan
- 6.2.6 Tour Selection Letter
- 6.2.7 Parent Consent Form
- 6.2.8 Medical Forms
- 6.2.9 Staff Code of Conduct
- 6.2.10 Student Code of Conduct
- 6.2.11 Overseas Tour Risk Assessment / Management Plan
- 6.2.12 Incident Reporting Procedure for Overseas Tours
- 6.2.13 Tour Check List
- 6.2.14 Tour Documentation

## Supporting Guideline 6.2.1

### Overseas Tour Procedures Flow Chart

The following procedures must be followed when proposing, planning and conducting an Overseas Tour.

#### ONE YEAR BEFORE DEPARTING

Concept Proposal for an Overseas Tour (see Supporting Guideline 6.2.2) to be submitted by organising teacher to the Principal by the 30<sup>th</sup> June of the Year in advance of tour departing and prior to tour being advertised

1. Destination of Tour
2. Name of Organiser
3. Dates of Proposed Tour
4. If tour includes any College days an explanation as to why it cannot be undertaken in College holiday period
5. Purpose of tour (including curriculum context, educational value, sport, faith, pastoral, service, solidarity)
6. Anticipated student learning outcomes
7. Any secondary purposes which enhances the proposal
8. Outline of tour (including all proposed activities)
9. Anticipated number of students in travelling group (minimum and maximum number provided)
10. Year Group of students
11. Gender of students
12. Number of staff required
13. Anticipated cost and associated expenses per student - Staff expenses, travel insurance expenses and SOS Emergency Travel (if applicable) to be included.
14. Details of donations / sponsorship if applicable

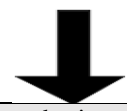


Senior Leadership Team consider value of tour including for example

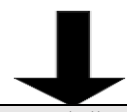
- Educational value
- College Calendar
- Cost to families
- Consideration of other College overseas tours taking place and approve “in principle” or disapprove



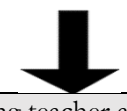
Overseas Tour Proposal submitted to College Board to approve “in principle” or disapprove



Bursar or their Delegate tender to obtain quotes from at least 3 travel agents

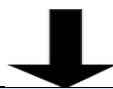


The organising teacher advertises tour and distributes expression of interest letter (see Supporting Guideline 6.2.3) to relevant families.



Expression of interest letters returned to organising teacher and names of students passed on to

- the Bursar or their Delegate (to check parent financial standing with College)
- the Assistant Principal Pastoral Care (to check student behaviour record)
- the Counselling Coordinator and College Nurse (suitability of student attending).



### **6 MONTHS BEFORE DEPARTING**

Final Application for the Overseas Tour to be submitted to Senior Leadership Team

1. Destination of Tour
2. Organiser
3. Dates of Proposed Tour
4. Proposed number and names of students in group
5. Year Group of students
6. Gender of students
7. Detailed outline of at least three quotes from travel agents showing all costs and expenses
8. Description of tour including all activities including a full itinerary showing all travel arrangements, transfers and accommodation details.
9. Details of Travel Insurance to be checked with the Bursar or Financial Manager.
10. Risk Assessment and Management document completed
11. A full budget of tour
12. Payment schedule for overseas tour provided
13. Proposed names of staff attending
14. Current travel advice from the website of the Department of Foreign Affairs and Trade (DFAT) website for [country-specific travel advice](http://www.smartraveller.gov.au/) on risks to Australian travellers overseas  
<http://www.smartraveller.gov.au/>



Final Application for the Overseas Tour is approved / disapproved by Principal / SLT  
Travel Agent Confirmed



Details of the Overseas Tour and an invitation to interested families sent home with a Parent Information Night scheduled.



### **Parent Information Night and related Information Forms**

The information provided for parents and caregivers must provide as much detail as possible on:

1. Rationale for Tour
2. Travel details, including
  - detailed itinerary
  - all travel times, dates and modes of transport
  - planned activities
3. Accommodation details, including:
  - Addresses
  - contact phone numbers where applicable
4. Supervision details, including:
  - names and gender of all accompanying adults
  - advice on staff with CPR and first aid certification

5. Risk Assessment and Management Plan
6. How parents and caregivers might get in contact with their child, and staff in an emergency
7. A copy of the Travel Insurance Policy including the limit of cover on refund.
8. Passport and Visa Requirements
9. Required Vaccinations (if applicable)
10. College expectations regarding behaviour including Student Code of Conduct
11. Consent and Medical Forms
12. Payment Schedule



Deposits for Overseas Tour made



### **THREE MONTHS BEFORE DEPARTING**

Parents and caregivers must provide the organising teacher(s)

- Passport and Visa Information
- Acknowledgement that they have read the Travel Insurance Policy and are aware of exclusions of the policy.
- Relevant medical information including vaccination records relating to their child
- Acknowledgement and their consent of all the activities which will take place on the tour, supervision arrangements in place and accommodation arrangements.
- Consent to the College seeking such medical or dental advice on behalf of their child as seen fit in the event of accident or illness including but not limited to the administration of an aesthetic, blood transfusion or the performances of any surgical operation, to a medical officer giving such attention or treatment, provided that reasonable efforts are made to inform them of any serious injury or illness.
- Certification of an understanding that the College will take reasonable care in the event of a child suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to a child in such event nor will it be responsible directly for any act or omission of any medical or dental practitioner or medical officer attending or treating a child.
- Certification of an understanding that if their child should exhibit behaviour that seriously endangers themselves or others, they will bear the cost of the return transport home.
- Relevant Payments for Overseas Tour



Names of students and staff attending confirmed by Principal or their Delegate



### **Checks of Student Information**

Passports and Visas

- The staff member responsible for organising the tour must check each participant's passport and visas (where required).
- Passports must be current, and the expiry date must not be within six months of the date that the tour will arrive back in Australia.

- Any visas required must be valid for the dates of the tour.
- Tour organiser should be aware that for students travelling on non-Australian passports there may be different visa requirements including the need for a visa to re-enter Australia.
- Each staff member a full set of copies of the passports of each member of the tour group. This may be in the form of photocopies or a USB. A full set must also be held at the College.

#### Medical Forms

- An updated College medical form must be obtained for each student and taken with staff on the tour.
- Prior to departure the staff member organising the tour must read each medical form so that he/she is aware of potential medical emergencies that may arise such as asthma attacks or serious allergies.
- An appropriate plan of action in such an event should be discussed with the College Nurse and respective parents prior to departure.

#### Medications

- The organiser of the tour must ensure he/she has a medical certificate to cover any prescribed medication being taken on the tour. This will necessitate the student/teacher/helper taking the medication and obtaining this certificate from their medical practitioner.
- The medical practitioner will need to check that the particular medication is permitted to be brought into the country concerned.

#### Vaccinations

- 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](http://smartraveller.gov.au)
- It is a College expectation that standard childhood vaccines such as tetanus, measles and mumps are up to date. It is a further College expectation that hepatitis A should be initiated, and hepatitis B should also be considered if not already administered. A typhoid vaccine is also recommended for some countries visited.



### **ONE MONTH PRIOR TO DEPARTURE DATE**

#### Student / Parent Pre-Trip Information Briefing

1. Ensure that all group members are fully briefed concerning the laws and customs of the country of the destination. Impress upon students the importance of obeying laws and customs and any excursion rules and of not taking risks.
2. A recommended list of items to take on tour including clothing, toiletries, equipment.
3. Make those on tour aware of air carriers luggage weight limits and airport security controls.
4. A recommended amount of money to take on tour. Use of ATM cards at overseas ATMs
5. Outline safe ways of carrying passports and money.
6. At least one emergency mobile phone number must be given to parents. This will be the emergency contact phone and must be left on 24 hours a day.

#### Tour Documentation File submitted to the Principal or their Delegate which must include copies of

1. Risk Assessment and Risk Management Plan (set out on a day to day basis)
2. Itinerary
3. Travel Insurance
4. Medical Forms
5. Staff Code of Conduct Forms
6. Student Code of Conduct Forms
7. Communications with Parents



8. Expression of Interest Letter
9. Selection Letter (if applicable)
10. Parent Information Letter
11. All Email correspondence
12. Passport (Copies of the photo page)
13. Critical Incident Management Plan
14. Staff, Student and Parent Contact details
15. Rooming Lists (where applicable)
16. Staff Supervision Roster (including night supervision)
17. Australian Embassy Details
18. SOS Details (if applicable)
19. Tour Budget
20. All Booking Confirmations

**Briefing of Staff Attending Overseas Tour by Organising Teacher of Tour**

1. All staff accompanying the tour must read the Overseas Tour policy, procedures and the risk management plan prior to departure.
2. Devise a contingency plan for illness/injury of students e.g. carry medical history of each student and a list of prescribed medications.
3. First aid kit(s) and epipens to be taken on the tour.

**Organising Teacher of Overseas Tour to:**

1. Confirm a non-travelling person from your school e.g. the Principal or his / her delegate, who can be contacted at any time while the group is travelling.
2. Ensure any College phone being used on the Tour has International Roam activated.
3. Confirm all bookings including ticketing, accommodation and travel insurance details with the Bursar and arrange foreign currency and / or cards with the Assistant Bursar.
4. Plan (before departure, if possible) how the students will be accommodated e.g. which students will be rooming together; the proximity of boys' rooms to girls' rooms; the location of the teachers' rooms.



**Whilst on an Overseas Tour**

**The tour organiser must ensure that they have with them:**

- The phone number of the Australian Embassy or consular representative in the country in which they are travelling.
- Contact details for the parents/caregivers of each student.
- International SOS contact details (if applicable)
- Travel insurance Policy and contact details
- Details of the College emergency contact person in Australia.
- Passport details of accompanying students.
- Medical details of each student.
- Lists of students on the tour for regular roll calls.
- Hard copies of Overseas Tour Incident Forms (see Appendix VII)
- Sufficient funds to deal with a minor emergency.

**All staff must carry with them a mobile phone with international roaming or a local sim card.**

**Ensure that students know:**

- how to telephone their parent/caregiver if they need to.
- how to contact the accompanying teachers at all times.
- what to do if they lose their way or feel at risk.

**Safety and security issues**

- Familiarise students with the "buddy system" and implement it. Students should not carry out any activity on their own.

- Impress on students the need to take care of their belongings, especially plane tickets and passports. When feasible tickets and passports should be collected and kept in a safety deposit box.
- Have regular meetings with the group so that students are all properly informed of proposed activities.
- Do not allow students to carry out any activity that has not been approved by their parents/caregivers.
- Emphasise the need to keep rooms locked and belongings secure. Encourage the use of the hotel safe.
- Ensure that a check has been made of the security/fire arrangements of the hotel.
- Every member of the group fully understands the security/fire arrangements.
- The students are aware of the room and telephone number of teachers.
- In hot climates students will wish to swim. If parents have permitted this activity, check that the hotel pool is of an acceptable standard (water clarity, deep and shallow end displayed, resuscitation instructions visible) and that supervision is adequate.



#### **General issues**

- The Tour Organiser must ensure that the Staff on the tour are accessible so that if a student needs to speak to one of them privately or in confidence, they will be able to do so.
- Make students aware that loss of the room key often involves a heavy fee.
- Explain to students that using the hotel phone can be quite expensive. However, make sure they do know how to phone home if necessary. Encourage students to make only short necessary calls, as phoning home too often can cause homesickness.
- On return a staff member(s) will remain with the students until all students have been collected by parents from the airport.

#### **Receipts / Records**

- The Tour Organiser must retain receipts for any expenses incurred in an official capacity and all written records of any incidences whilst travelling on the tour. All receipts to be submitted to the Finance Manager and foreign currency and /or cards to be returned to the Assistant Bursar



#### **After the Tour**

The Tour Organiser is required to write thorough evaluation of the Tour and submit this report to the Principal within 4 weeks after the tour. A formal debrief with all students and staff who attended the tour and their parents is also strongly recommended.

## Supporting Guideline 6.2.2

### Overseas Tour Concept Proposal

#### Proposed Tour Application

*Proposed tour concepts should be submitted 12 months in advance.*

Destination of Tour	
Organiser	
Dates of proposed tour	
Method of Travel	

1. Have you read the Tour Policy? Yes / No

2. If the tour includes any school days explain why it cannot be undertaken in holiday time.

---

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---

3. Description of tour including any outdoor activities:

(Please ensure a draft itinerary including travel arrangements/transfer is attached)

---

---

4. Purpose of the Tour including curriculum context, educational value, sport, pastoral/solidarity.

---

---

5. Details of Students

Number in group	
Gender	
Year Group	
Total Costs/Cost per Student	
Students subsidise cost of staff Y/N	

6. Number of teachers required \_\_\_\_\_

7. Budget for Tour

Fare cost per student (incl. staff allocation)

\$

Accommodation cost per student:

\$

Meals per student:

\$

Other entry costs etc:

\$

Travel/Medical insurance costs:

\$

Merchandise/Other costs (samples to be provided)

\$

TOTAL COST PER STUDENT

\$

Donations/Sponsorship

\$

\_\_\_\_\_

---

Total Cost Per Student Less Donor/Sponsorship

---

Please provide details of donor/sponsor

Please provide details of the purpose/use of donor sponsorship funds

---

---

---

---

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

---

Inspected and approved by: \_\_\_\_\_

---

### Supporting Guideline 6.2.3

#### Sample Expression of Interest Letter

Oakhill College

15<sup>th</sup> June 2018

Dear Parents/Guardians,

After our hugely successful inaugural Girls Sport Tour in 2017, we are pleased to offer an opportunity for Girls in Years 11 and 12 (2019) to participate in a sporting tour to the USA (San Francisco & Los Angeles) and Canada (Whistler & Vancouver). The proposed tour dates are Saturday 13<sup>th</sup> April 2019 - Thursday 25<sup>th</sup> April 2019.

An estimated tour party of 30-40 girls is proposed, playing against club teams in the USA and Canada. The girls will participate in 3 tour games each in their respective sport, one each in San Francisco, Los Angeles and Vancouver. The group will also partake in coaching sessions, sightseeing tours and visit other historic attractions.

It is estimated that the total cost for the 12 days will be between \$5000 and \$5500. This may change slightly pending tour numbers, exchange rate and a finalised itinerary.

In preparation for the tour, students will undertake limited fundraising activities to help subsidise tour uniforms and/or itinerary activities.

A \$300 non-refundable deposit is due to Oakhill College student services in October of 2018 with the final payment due by February 2019. Prior to this date a compulsory information evening for all interested students and their families will be held outlining specific details of the tour.

If your daughter is interested in joining the 2019 USA & Canada Girls Sport Tour, please email the attached Expression of Interest Form to [kthornely@oakhill.nsw.ed.au](mailto:kthornely@oakhill.nsw.ed.au) by Monday the 6<sup>th</sup> of August 2018.

Due to the anticipated high level of interest in the tour, positions will be filled on a first in, first served basis.

While we do understand that you and your daughter may be apprehensive because they have not yet started at the College, this is a fantastic, not to be missed opportunity for the girls. Furthermore, in 2017 the tour party consisted of a larger number of Year 11 girls than Year 12,

*This excursion is available only to students whose parents or caregivers are in good financial standing with the College. Being "in good financial standing" means that the payments of school fees and related levies is up to date, or that a mutually agreeable arrangement has been made between the College and the parents/caregivers.*

Kind Regards,  
Katie Thornely  
Girls Sport Convenor  
Oakhill College

## Expression of Interest

Student Name: \_\_\_\_\_

Year Group (2019): \_\_\_\_\_

Netball OR Soccer: \_\_\_\_\_

Prior / Current Injuries:

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---

Medical Conditions / Medications:

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---

---

Parent Name: \_\_\_\_\_

Email contact: \_\_\_\_\_

We wish to confirm interest for \_\_\_\_\_ to attend the 2019 Canada & USA Girls Sporting Trip. We understand that further information regarding the tour and initial payment will be required during Term Three of 2018 and that each player will be required to participate in fundraising activities to pay for uniforms, day tours and spending money.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

[illegible]



## Supporting Guideline 6.2.5

## Financial Plan

OVERSEAS TOUR BUDGET				
<b>Tour :</b> <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>				
Number of Students (S)		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>		
Number of Teachers - costs covered by stud		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>		
Total Attendees (T)		<u>0</u>		
		Per person	Total	Per student
Amount paid directly to tour operator per student			<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	
<b>Income</b>				
Sponsorship		#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
Donations		#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
Raffle Proceeds		#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
BBQ		#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
Chocolate Fundraising		#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
Any balance brought forward		#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
<b>Funds Raised</b>		#DIV/0!	-	#DIV/0!
Billed to Student - Deposit		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
Billed to Student - Insurance		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
<b>Amount Billed</b>		-	-	-
<b>Total Income</b>			-	#DIV/0!
<b>Expenses (not included in tour operator package)</b>				
Insurance Allocated (Oakhill)		130.00	-	
<b>Activities not included (add / change as appropriate)</b>				
Lunches - all attendees	T	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
Per student - snacks etc	S	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
Activities - per student	S	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
Activities - incl teachers	T	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
Activities - incl teachers	T	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
Activities - incl teachers	T	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
<b>Other not included</b>				
Meals not included - incl teachers	T	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	-	
<b>Tour Clothing / Gear - not included</b>				
Incidentals (input total) - eg : Donation	S	#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
Incidentals (input total) - other	S	#DIV/0!	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	
<b>Total Expenses excl from Tour Operator costs</b>			-	#DIV/0!
<b>Net Surplus / (Deficit)</b>			0.00	#DIV/0!
<b>INPUT IN YELLOW BOXES ONLY</b>				
<b>Amount paid per Student</b>				
Tour Operator (Direct)			-	
Oakhill Charges			-	
<b>Charged to Student</b>			-	

## Supporting Guideline 6.2.6

### Overseas Tour Selection Letter

#### Selection Letter- Must appear on College Letterhead

Insert Date\_\_\_\_\_Insert Tour Name\_\_\_\_\_

Dear Parents,

Congratulations! Your son / daughter has been officially recognised as one of the students who will be embarking on our (insert tour name here). Travel dates for our trip have now been confirmed and our group will be leaving Sydney on (insert departure date here) and will return to Australia on (insert arrival date here). Should these dates pose any concerns please contact me as a matter of urgency. All monies currently received will be utilised to reserve flights and land arrangements.

With regard to vaccinations it is a College expectation that standard childhood vaccines such as tetanus, measles and mumps are up to date. It is a College expectation that hepatitis A should be initiated, and Hepatitis B should also be considered if not already administered. A typhoid vaccine is also recommended.

As with all things medical please check with your General Practitioner with regard to your child's personal vaccination needs prior to the tours scheduled departure date.

All parents have now paid a deposit of (insert amount here) and a reminder that the first instalment of (insert amount here) is due no later than (insert date here). The second and final instalment of (insert amount here) is then due by (insert date here).

Most importantly, I would hope that all participants are now in possession of a passport or have been to the post office and completed and sent away a passport application form. It is imperative that all students are in possession of a passport by (insert the date here). As soon as their passport is available please take a photocopy of the photo page and return it with the personal contact and medical details form to (insert organising teachers name here).

Lastly, a finalised itinerary with specific hotel and contact details along with a suggested packing list will be provided to all students by (insert date here).

Thank you for the support shown thus far for our tour and if there are any questions which still require clarification please do not hesitate to contact me on (insert organising teachers contact details here).

Yours sincerely

Staff Members Name  
Position.

## Supporting Guideline 6.2.7

### Parent Consent Form

#### Parent Authority and Consent Form

I \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_

hereby:

Give permission for \_\_\_\_\_ to attend the  
\_\_\_\_\_ Tour in \_\_\_\_\_ 20 \_\_\_\_\_

#### 1. Consents

- 1.1 Consent to my child travelling on or in any form of public or private transport where such transport is deemed by the College to be necessary or desirable.
- 1.2 Consent to my child participating in all activities, outings, tours and functions arranged in the attached itinerary and others that the College or host family deem appropriate.
- 1.3 Consent to the College seeking such medical or dental advice on behalf of my child as seen fit in the event of accident or illness and if in the opinion of an attending medical or dental practitioner or medical officer my child requires medical or dental attention or treatment including but not limited to the administration of anaesthetic, blood transfusion or the performances of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment, provided that reasonable efforts are made to inform me of any serious injury or illness.
- 1.4 Certify that the consent which I have in paragraph (1. 1, 1.2 and 1.3) is valid at all times while my child is in the custody of the College attending or participating in an outing, tour or function.
- 1.5 Certify that I understand that the College will take reasonable care in the event of my child suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event nor will it be responsible directly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.
- 1.6 Certify that if my child should exhibit behaviour that seriously endangers themselves or others, I will bear the cost of the return fare home.
- 1.7 Certify that with this consent my son is committing to attend.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Medical Information Form**  
**Prescription Medication Consent**  
**Non-Prescription Medication Consent**

 <b>Oakhill</b> <small>COLLEGE</small>	<b>OAKHILL COLLEGE</b> <b>School Medical Information – Camp/Tour/Excursion</b>
Student's Surname _____ First Name _____	
Date of Birth ____/____/____ Student Number _____ House _____ Year _____	
Address _____ _____ Post Code _____	
Medicare Number _____ Number on card _____	
Is the student covered by Medical Benefits?	<b>YES/NO</b>
Name of Fund _____	
Is the student covered by an Ambulance Subscription?	<b>YES/NO</b>
Has the student received a Tetanus immunisation in the last five years?	<b>YES/NO</b>
Does the student receive any regular prescribed medication?	<b>YES/NO</b>
<b>Please see Medication Note (overleaf)</b>	
If "YES", details of medication _____	
When is it to be given? _____ How is it to be administered? _____	
Does the student have any long-term or ongoing medical condition/s (eg: asthma, diabetes, epilepsy, cardiac conditions, anxiety or behavioural conditions etc)?	
	<b>YES/NO</b>
If "YES", please list the condition/s, date/s of diagnosis, hospitalisation (if relevant) and any treatment or medication taken to manage the condition/s _____ _____	
Does the student have any other medical condition/s, which might limit his/her involvement in the proposed activity?	
	<b>YES/NO</b>
Details: _____	
Precautions to be taken: _____	
Does the student have any allergies?	
	<b>YES/NO</b>
Details: _____	
Was an EpiPen/Adrenaline auto injector prescribed?	
Does the student have an ASCIA anaphylaxis care plan?	
	<b>YES/NO</b> <b>YES/NO</b>
<b>Dietary Requirements</b> Provide details of any specific Dietary Requirements eg: Vegetarian, Gluten free etc: _____ _____	
<b>Swimming Ability</b> (please circle)	
<input type="checkbox"/> Strong (50m unaided) <input type="checkbox"/> Average (25m unaided) <input type="checkbox"/> Poor (10m unaided) <input type="checkbox"/> Non-swimmer	

**For Emergency Use**

Name and Address of Family Doctor or Clinic: \_\_\_\_\_

Telephone No \_\_\_\_\_ Mobile No \_\_\_\_\_

Name and Address of any Medical Specialist \_\_\_\_\_

Telephone No \_\_\_\_\_ Mobile No \_\_\_\_\_

Contact Information	Mother	Father	Emergency Contact Relationship to student
Full Name			
Home Phone			
Mobile Phone			
Work Phone			
Email			

As a parent/guardian of \_\_\_\_\_

I, \_\_\_\_\_ give my consent for my son/daughter/ward to participate in \_\_\_\_\_ activity.

I agree to delegate my authority to the staff and instructors involved. Such teachers and instructors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group, or individually in the above-mentioned activity.

I also authorise teachers and instructors to obtain medical assistance which they deem necessary should an accident occur and agree to pay all medical and dental expenses incurred on behalf of the above student.

I further authorise qualified medical practitioners to administer an anaesthetic or carry out necessary surgical procedures if such an eventuality arises.

I give my consent for the above student's local doctor or medical specialist to be contacted in an emergency.

The information given is accurate to the best of my knowledge.

Print Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian

**Medication Note:**

Any medication required during the camp/tour/excursion should be handed to a teacher on the day of departure. Please complete attached Parent/Guardian Medication Administration and Permission Form.

Prescription medication must be in the original dispensing box/container with a pharmacy label attached; stating the student name, medication name, dose, time and method of administration.

**NOTE: Health Information**

The information requested on this student medical information sheet will be considered confidential by the school and will be treated accordingly. Any health information given will not prevent your child from taking part in outdoor activities unless further medical advice warrants exclusion.



## Parent/Guardian Medication Administration Request & Permission

To be completed by parent or guardian

Name of student \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Year \_\_\_\_\_ Student Number \_\_\_\_\_

### MEDICATION DETAILS

Medical condition treated	
Medication name	
Dosage	
Time of administration	
Special dosing instructions	

- *Please supply the medication in the original packaging with a pharmacy label clearly displaying the student's name and dosage requirements.*

### Parent/Guardian Consent: (to be completed by parent/guardian)

I, \_\_\_\_\_ consent to the administration of the above medication  
to \_\_\_\_\_ my son/daughter/ward.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





## Non-Prescription Medication Consent Camp/Tours/Overnight Excursions

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Student Number: \_\_\_\_\_ DOB: \_\_\_\_\_

**Non-Prescription Medications** are held by a designated Oakhill Staff member to administer to students for the relief of minor pain, fever and ailments whilst on tour. Please initial the medication you wish your child/ward to be given if required and sign the consent.

**Paracetamol** (Herron/Panadol) \_\_\_\_\_ This medication will be administered providing the student has not exceeded the dosing recommendations; four doses in a 24 hour period, administered 4 – 6 hourly.

**Antihistamine** - Loratadine (Claratyne) \_\_\_\_\_ This medication will be administered providing the student has not exceeded the dosing recommendations; one dose daily/24 hours

**Blue Puffer** - Salbutamol (ventolin/Asmol) \_\_\_\_\_ This medication will be administered according to the Asthma Foundation's - Asthma First Aid Guidelines.

(Please Print) I \_\_\_\_\_ consent to the administration of the above initialled medication(s) to my son/daughter/ward

Signed: \_\_\_\_\_ Print Name \_\_\_\_\_

Date: \_\_/\_\_/\_\_





423 – 513 Old Northern Rd, Castle Hill, NSW 2154  
Locked Bag 9001, Castle Hill NSW 1765 | ABN 95 127 175 473  
T: +61 2 9899 2288 | F: +61 2 9899 3076 | [www.oakhill.nsw.edu.au](http://www.oakhill.nsw.edu.au)

### Staff Code of Conduct Whilst on an Overseas Tour

This Staff Code of Conduct is applicable to all accompanying adults (staff and volunteers) on an Overseas Tour. The aim of this Staff Code of Conduct is to ensure and promote

- The safety and well-being of all staff and students during all stages of the overseas tour.
- The harmony of the travelling group.
- The reputation of the College.

#### 1. Overall

- I will not do, or omit to do, anything which causes students, other accompanying adults or the College any loss of reputation or embarrassment.
- I agree at all times to behave in a responsible, polite and courteous manner.
- I agree to treat all members of the group with respect at all times and refrain from favouritism or discrimination.
- I agree to display and foster respect for all people met during the trip.
- I agree to follow the directions of the Tour Leader and be punctual at all times.
- I agree to attend all arranged meetings to receive information.
- I will ensure that I am familiar with the Risk Assessment Management Plan of the Overseas Tour and the medical details and / or other specific needs of the students in my care.
- I agree to foster respect for the country visited and the cultural diversity encountered and refrain from making negative remarks or criticisms of the customs or the people of that country.
- I agree not to consume alcohol while on duty during the tour.
- I agree not to smoke in front of students or indoors.
- I agree not to take illicit drugs during the tour.
- I agree to inform the Tour Leader if I leave my accommodation at night and to advise the time I am to return.

#### 2. Care of Students

- I agree to always consider and monitor the health, safety and well-being of the students in my care and act in the best interests of these students.
- I agree to taking regular roll calls of my group.
- I agree to ensure that all students wear seatbelts / life jackets (if available) and behave appropriately while travelling.
- I agree to refrain from physical contact with the students and to avoid, where possible, visiting the rooms of students alone.

*A Catholic School in the Australian tradition*

continued ...

### 3. Other

- I am aware that if I suffer a work-related injury whilst overseas careful records must be kept. I am also aware that I must immediately report that injury, in writing, to the teacher-in-charge. The report should be signed and dated and state:
  - the date and time of the injury
  - the location or address where the injury occurred
  - the nature of the injury
  - how the injury occurred

I am aware that a doctor's certificate should be obtained if possible and carefully retained together with my report.

I am aware that volunteer supervisors are not eligible for workers compensation.

- I am aware that the College will not be responsible for any claim relating to the loss or damage of my personal effects or property in any way connected with an Overseas Tour.
- I am aware that the College will not be responsible for any claim relating to loss or damage to any property (including vehicles) of any type whether or not I am involved in any way in the cause of this loss or damage.

**Name of Overseas Tour** \_\_\_\_\_

**Name of Staff Member** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Name of Witness** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

## Supporting Guideline 6.2.10

### Overseas Tour Student Code of Conduct



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#### Oakhill College Student Code of Conduct on an Overseas Tour

This Student Code of Conduct is applicable to all students on an overseas tour. The aim of this Student Code of Conduct is to ensure and promote

- The safety and well-being of all staff and students during all stages of the overseas tour.
  - The harmony of the travelling group.
  - The reputation of the College.
- I agree to behave in a courteous and cooperative manner with accompanying staff and students.
  - I agree to follow the directions of the accompanying staff members and be punctual at all times.
  - I agree not to leave the group without permission from one of the accompanying staff members.
  - I will take care to protect my own safety as well as the safety of others in the group at all times.
  - I agree that I will abide by the College's policies in relation to the use of cigarettes, alcohol and illicit substances and contraband items (as outlined in the College Diary).
  - I agree that I will be respectful of varying cultural, social and religious situations which may require specific behaviour and or specific clothing.
  - I accept that in the event of any unscheduled or 'free time', I must always remain in a pair as a minimum.
  - I understand that in the event of any serious misbehaviour during the tour, I may be sent home under appropriate supervision.
  - I will not visit the rooms of other students unless I have permission to do so by one of the accompanying staff members.
  - I will attend and participate in all of the planned activities throughout the tour unless I have the express permission of one of the accompanying staff not to do so.
  - I will attend all arranged meetings of the group to receive information and listen carefully to instructions.
  - I will communicate to one of the accompanying staff any difficulties of a personal, financial or social nature so that the issue can be addressed.
  - I agree to wear appropriate safety equipment for example bicycle helmets if riding bicycles.
  - I am aware that I am not permitted to purchase or return to Australia with any inappropriate items, for example illicit substances or items including knives, swords, light lasers or other items listed on custom forms.

continued ...

### **Parent Consent**

- I acknowledge that during the overseas tour, high standards of behaviour will be expected of my son / daughter.
- I agree that my son / daughter will be subject to the authority of the supervising staff.
- I accept that my son / daughter must comply with College policies in respect of the cigarettes, alcohol, illicit drugs and contraband items (as outlined in the College Diary).
- 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 / daughter seriously misbehaving during the overseas tour, he / she may be sent home under appropriate supervision. I further understand that in such circumstances I will be informed and that any financial costs associated with his / her return will be my responsibility.

**Name of Overseas Tour** \_\_\_\_\_

**Name of Student** \_\_\_\_\_

**Signed** \_\_\_\_\_ **(Student)**

**Dated** \_\_\_\_\_

**Signed** \_\_\_\_\_ **(Parent)**

**Dated** \_\_\_\_\_

## Supporting Guideline 6.2.11

### Overseas Tour Risk Assessment / Management Plan

#### Risk Management Process

Risk management is a process consisting of well-defined steps which, when taken in sequence, support better decision making by contributing to a greater insight into risks and their impacts. Risk management processes are used to identify hazards and to assess and eliminate or control risks associated with activities.

Consultation with key stakeholders including staff, parents and external venue providers is a central component of the risk management process.

The four essential steps of the risk management process are:

1. Risk identification
2. Risk assessment
3. Risk elimination or control
4. Communicate the risk management plan
5. Monitoring and review.

To be effective the risk management plan must be communicated to stakeholders.

In the context of overseas tours the risk management process should examine, but not be limited to, the following:

- type and aims of the activity or program
- child protection issues
- age and experience of the participants
- special factors such as participants with medical conditions or disabilities
- level of adult supervision and support required
- level of skills and training required by adult support
- level of resourcing needed to support the activity
- type of information required by participants and their families
- method of communication required, e.g. interpreters
- potential risks and known dangers associated with the activity or program
- potential risks and known dangers associated with travel to the location
- availability of support services in the locality where activity is occurring
- contingency plans for addressing potential accidents or injury
- the venue used has public liability cover
- type of communication required if English is not the primary language spoken or read by students' families.

Information gained from this examination would comprise the first step of the risk management process: risk identification.

Risks identified then need to be analysed and evaluated in terms of their potential impact for students and staff undertaking the overseas tour.

A simple way of representing the risk management process as it applies to overseas tours is by using the following flow chart:

**Step 1: Risk identification**

Determine the activities which will be undertaken as part of the Overseas Tour and the risks associated with those activities

**Identify:**

- the types and aims of the activity program
- the risks associated with the activities undertaken
- the age and experience of the participants
- issues related to child protection
- participants (students) with medical conditions or disabilities
- the risks associated with travel

**Step 2: Risk assessment**

Determine the impact of the risk on the ability of the excursion to proceed safely

**Answer:**

What is the likelihood of the identified risk and its impact?

What is the potential severity of the identified risk and its impact?

**Step 3: Risk elimination or control**

Consider the most suitable preventative and response strategies for each of the identified risks

**For example:**

- How important is the activity to the overseas tour that this risk be controlled?
- level of adult supervision and support required
- level of skills and training required by adult support
- level of resourcing needed
- plans for addressing potential accident or injury
- availability of support and services in the locality where the activity is taking place
- communication strategies where English is not the primary language

**Step 4: Communicate the risk management plan****Determine:**

- who needs to be informed of the risk management plan
- how they will be informed

**Step 5: Monitoring and review**

Following steps 1-3 an easy-to-follow plan is developed including a list of supporting documents and contacts

**In the context of the particular excursion:**

- identify necessary documents and contacts
- establish procedures for monitoring receipt of parental/ caregiver consent and disclosure of medical conditions
- test the risk management plan
- review the Overseas Tour outcomes after its completion



## Oakhill College Overseas Tour Risk Management Plan Proforma

<b>Description &amp; Location of Overseas Tour:</b>  
<b>Group:</b> _____
<b>Number in Group:</b> _____
<b>Dates of Tour:</b> _____
<b>Name of Overseas Tour Coordinator:</b> _____
<b>Contact Number:</b> _____
<b>Accompanying Staff, Parents, Caregivers, Volunteers:</b>  

Activity	Hazard Identification (Type/Cause)	Risk Assessment (Use Matrix)	Control Measures To Be Taken & Who Responsible	Modified/Alternate Activities For Students With Special Needs & Who Responsible

Venue & Safety Information Reviewed & Attached:

YES/NO

Plan Prepared By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared in Consultation With: \_\_\_\_\_

Communicated To: \_\_\_\_\_

**Monitor & Review – Monitor The Effectiveness Of Controls & Change If Necessary.  
Review The Risk Assessment If An Incident Or A Significant Change Occurs**



## Guidance in completing the Overseas Tour Risk Management Plan Proforma

<p><b>Hazard Identification</b></p> <p>The following may assist with identifying hazards relating to activities at each stage of the overseas tour. Consider what could go wrong, that is, the potential injuries or illnesses that could occur.</p> <p>Hazards are the sources of these potential injuries or illnesses.</p> <p><b>Travel</b> – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue.</p> <p><b>Venue</b> – Consider aspects of the overseas tour that may present a hazard such a location near water, cliffs, crowds, slippery floors.</p> <p><b>Activities</b> – Consider the activities of the tour program that may present a hazard</p> <p><b>Equipment</b> – consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.</p> <p><b>Environment</b> – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals.</p> <p><b>People</b> – consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities.</p> <p><b>Accommodation</b> – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of</p>	<p><b>Risk Assessment</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <th colspan="5" style="text-align: center;">Risk Assessment Matrix</th> </tr> <tr> <th rowspan="2" style="text-align: center;">How serious could the injury be?</th> <th colspan="4" style="text-align: center;">How likely is it to be that serious?</th> </tr> <tr> <th style="text-align: center;">Very Likely</th> <th style="text-align: center;">Likely</th> <th style="text-align: center;">Unlikely</th> <th style="text-align: center;">Very Unlikely</th> </tr> <tr> <td style="text-align: center;">Death or permanent disability</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Long term illness or serious injury</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Medical attention and several days off</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">First aid needed</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Severity</b> – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p> </div> <div style="width: 45%;"> <p><b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p> </div> </div> <p><b>Legend</b>  <b>1 and 2</b> Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.  <b>3 and 4</b> Moderate risk; determine controls that are reasonably practicable to minimise the risk.  <b>5 and 6</b> Low risk; manage by routine procedures.</p> <p><b>Elimination Or Control Measures</b>  <b>Hierarchy Of Controls</b>          Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.  <b>Eliminate the Hazard:</b> Remove the hazard. Change the activity or stop using it e.g. do not undertake a particular high risk activity  <b>Substitute the Hazard:</b> Replace the activity, material, or equipment with a less hazardous one  <b>Isolate the Hazard:</b> Isolate the hazard from the person at risk; isolate through distance  <b>Use Engineering Controls:</b> Consider hiring coaches with seatbelts and ensure these are worn if available.  <b>Use Administrative Controls:</b> Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the overseas tour activities or in the use of equipment and qualifications of instructors.</p>	Risk Assessment Matrix					How serious could the injury be?	How likely is it to be that serious?				Very Likely	Likely	Unlikely	Very Unlikely	Death or permanent disability	1	1	2	3	Long term illness or serious injury	1	2	3	4	Medical attention and several days off	2	3	4	5	First aid needed	3	4	5	6
Risk Assessment Matrix																																			
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First aid needed	3	4	5	6																															

<p>accommodation and amenities, meal menus and allergies, security and child protection issues.</p> <p><b>Other</b> – Consider other hazards related to the overseas tour.</p>	<p><b>Use Personal Protective Equipment:</b> Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.</p>
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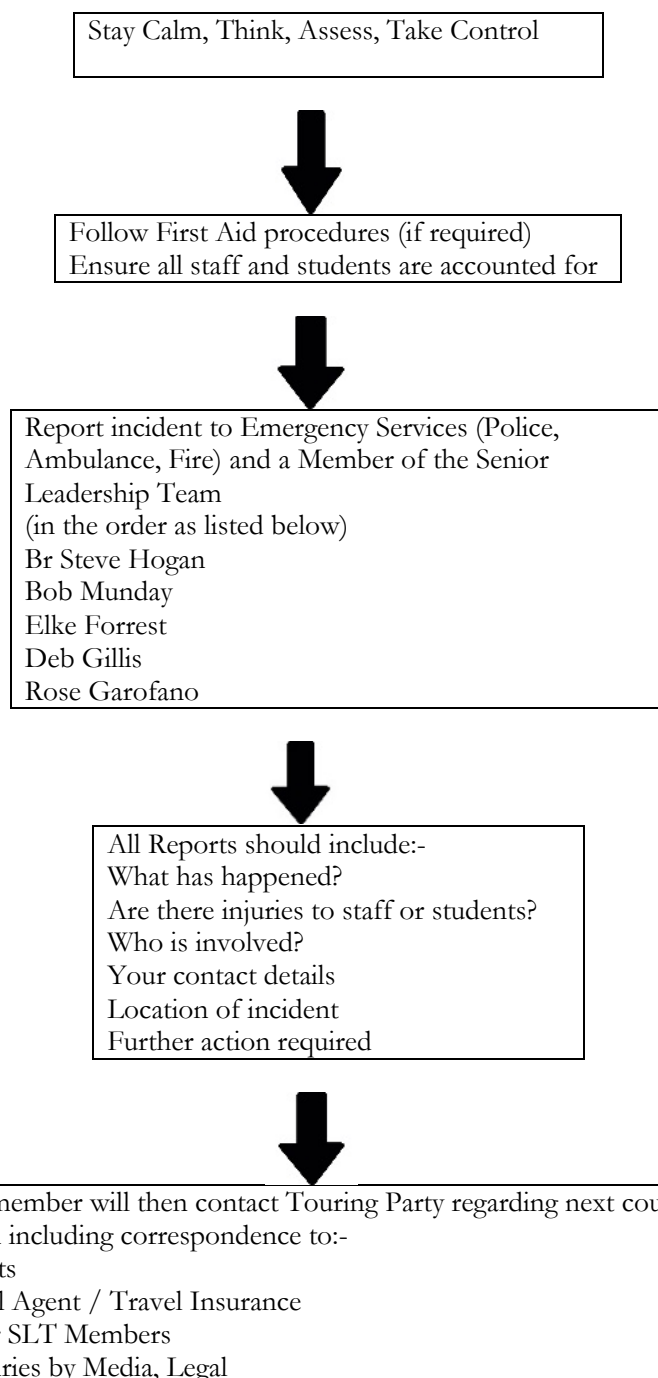
## Supporting Guideline 6.2.12

### Incident Reporting Procedure for Overseas Tours

**An incident** is an occurrence, accident, illness, mishap, threat, natural phenomenon or deliberate action which results in a near miss, loss, misfortune or damage to a person(s), property, data, reputation and standing, and / or finances of an organisation and its community.

**A critical incident** is where the incident that results causes serious injury / death, catastrophic loss and / or disaster.

**Staff on Overseas Tours are required to Report all incidents to a member of the Senior Leadership Team**





Nature and Extent of Any Injuries Sustained (What was the injury: how serious was the injury?)
Nature and Extent of Any Damages as a Result of the Incident

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## Supporting Guideline 6.2.13

### Overseas Tour Check List

#### Checklist for Oakhill College Overseas Tours

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Commencement Date of Tour: \_\_\_\_\_ Location travelling to: \_\_\_\_\_

The originals of all documentation are to be sighted by the Principal or his/her Delegate.

A copy of all documentation is to be signed at the right-hand corner by the Tour organiser and filed with the Risk Assessment.

Checklist	Tour Organiser's initial when completed	Date completed
The Bursar has been consulted regarding the student's financial commitments - fees checked and up to date		
Counselling has been consulted regarding each student who has expressed interest in the Tour		
Parent correspondence – all communication attached <ol style="list-style-type: none"><li>1. Parent information meeting arranged (risks outlined)</li><li>2. Letter for expressions of interest</li><li>3. Parents given copy of College refund procedures – liable for balance if they cancel</li><li>4. Outline of medications – Dr Cert. for medications taken on Tour</li></ol>		
All fundraising activities have been approved by the Planning Committee		
Communication has been organised eg mobile phones/sim cards		
College Staff Code of Conduct signed by all staff attending the Tour <ol style="list-style-type: none"><li>1. Copy for Tour</li><li>2. Original signed to remain at College</li></ol>		
College Student Code of Conduct signed by all students attending the Tour <ol style="list-style-type: none"><li>1. Original signed for Tour</li><li>2. Copies signed to remain at College</li></ol>		
Staff have been briefed on Procedure, Policy and expectations while on tour. Outlined no deviation to tour plans		
Insurance has been arranged for staff and students – Copy of policy <ol style="list-style-type: none"><li>1. Set for Tour</li><li>2. Set to remain at College</li></ol>		
Checklist	Tour Organiser's initial when completed	Date completed

Insurance has been arranged for staff and students – Copy of policy 1. Set for Tour 2. Set to remain at College		
Student medical information signed, collected and copies made 1. Set for Tour 2. Set to remain at College		
Students' medication – Instructions have been given that students place medication in clear zip lock plastic bag labelled with outline of administration details		
Staff medical information signed collected and copies made 1. Set for Tour 2. Set to remain at College		
Seen College Nurse to arrange First Aid kits		
Copies of passports / visas 1. Set for Tour 2. Set to remain at College		
Australian Travel Advisory Information checked and concerns in Risk Assessment		
Risk Assessment complete and copied 1. Original for Tour 2. Copy to remain at College		
Risk Assessment read and signed by all staff going on Tour		

### One Month prior to departure

Documentation	Tour Organiser's initials when complete	Date Completed
Final itinerary attached to Risk Assessment		
Insurance attached to Risk Assessment		
Medical forms and emergency contacts attached to Risk Assessment		
Full list of students and teachers with addresses and contact numbers attached to Risk Assessment		



## **Supporting Guideline 6.2.14**

### **Tour Guide Documentation**

#### **Tour Document File to include:**

1. Risk Assessment and Risk Management Plan
2. Concept Proposal
3. Itinerary
4. Tender / Quotation
5. Financial Plan
6. Travel Insurance
7. Medical Forms
8. Staff Code of Conduct Forms
9. Student Code of Conduct Forms
10. Communications with Parents
  - Expression of Interest Letter
  - Selection Letter
  - Parent Consent Form
  - Parent Information Letter
  - Parent Information Booklet
  - All Email Correspondence etc.
11. Student Tour Information and Activity Booklet
12. Passport (copies)
13. Critical Incident / Management Plan
14. Staff/ Student and Parent Contact details
15. Rooming Lists
16. Staff Supervision Roster (including night supervision)
17. Australian Embassy Details
18. Emergency Contact Numbers