



BLACKFRIARS
PRIORY SCHOOL

INTERSTATE AND OVERSEAS TRAVEL POLICY AND PROCEDURES

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CONTEXT

As the only school founded by the Dominican Friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our Founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and its use in the works of the Order has continued through the centuries. Today, Dominicans can be found throughout the world.

An early member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death he was recognised as a Doctor of the Church. The Doctor Universalis – The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find as it was through learning about creation, that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars teaching pedagogy and its community. Blackfriars is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

PURPOSE

The Dominican philosophy of education arises from a Christ-centred Catholic model, which engages the spirit, mind and body in the pursuit of knowledge.

The School is charged to offer the resources and opportunities to allow students to ask questions, learn and develop their abilities and identify and excel in their strengths.

An interstate or overseas experience should provide our School Community with an opportunity to:

- Gain an appreciation of the context of the state or country visited
- Witness God's traces through the truth that the trip will present
- Develop an appreciation of a different culture and way of life through being open to new experiences
- Learn new skills and concepts and experience new ways of thinking and doing
- Stand in solidarity with the disadvantaged of the local area and share in faith based activities
- Build relationships that are life giving and meaningful
- Live out our Catholic faith and share our experiences with our community to bring about positive change
- Recognise our call to be witnesses of the Gospel in our world.

Whilst interstate or overseas travel has clear benefits, it also exposes participants to a variety of risks. Many of these risks are addressed in the *Catholic Education SA Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005* available [here](#).

SCOPE

This policy applies to all members of the Blackfriars Priory School community.

POLICY

PRINCIPLES

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

1. All proposed tours are directly linked to the academic, cultural, faith-formation, co-curricular and / or pastoral care programs of the School.
2. Travel and the opportunity to experience other cultures, societies, communities and peoples, can be an important aspect in the healthy growth and development of young people.
3. All tours will have enunciated aims and rationale congruent with the ethos of the School.
4. Thorough planning will be undertaken, which will ensure the safety and welfare of the students and staff who participate.
5. Costs will be kept to a minimum to enable all interested students access, and to not exclude the poor and disadvantaged.
6. Fundraising will not compromise fundraising for charitable, mission and justice initiatives related to the Catholic ethos of the School.
7. Full observance and compliance of the requirements associated with the Department of Foreign Affairs will be followed in the event of overseas travel.
8. All participants will act as ambassadors of the School and promote the mission and vision of an education in the Dominican Tradition.
9. In any calendar year the School will normally approve only one academic/cultural and/or one co-curricular overseas tour to minimise disruption to learning and reduce the impact of the associated financial burden.
10. Religious observances such as Mass on weekends are essential to the planning and management of interstate and overseas tours.
11. Approval from the Principal must be obtained before undertaking an overseas tour with students.

PROCEDURE

PROPOSING, PLANNING AND CONDUCTING OVERSEAS AND INTERSTATE TOURS

1. Application for an Interstate or Overseas Tour

Interstate or overseas tours will be the object of formal proposal to the School Executive and approved by the Principal.

In the normal course of events, the application is forwarded one year in advance of the proposed tour.

The proposal will include:

1.1. Proposal Outline (1 x A4 page)

- a) Nature of the tour – a brief statement outlining the purpose of the tour and the expected benefits
- b) Departure and return dates
- c) Numbers participating – including the names of Students, Staff and Parents/caregivers
- d) Budget proposal, outlining expense to School and families
- e) Fundraising target

1.2. 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 budget proposal structure:

Income	Expenditure
Functions (detail)	Functions
Sponsors	Raffles
Donations	Travel costs: air fares
Raffles	accommodation
Others	passports/visas
	Insurance
	Others
TOTAL \$	TOTAL \$

1.3. Fundraising Plan

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

- a) Nature of the activities and amounts to be raised
- b) 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. All fundraising activities must be approved by the Principal

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:

- a) Office bearers – Chair, Secretary and Treasurer
- b) Committee – fundraisers, helpers, Students, Parent representative

The officer bearer roles involve:

Chair: conducts meetings, raises funds, prepares meeting agendas

Treasurer: prepares budget, raises funds, prepares financial statements, banking

Secretary: keeps minutes, prepares agendas, raises funds, licenses, permits, correspondence

2.2. Tour Plan

The Tour Plan should outline how the tour will be conducted and should include the itinerary, budget, fundraising strategy and program of events and for fundraising.

2.3. Regular Meetings

Minutes of meetings must be kept and a copy provided to the School Executive.

2.4. Regular Budget Reporting

The budget must be submitted before approval can be given. The School must be notified of any changes to the budget or other significant amendments.

2.5. Contingencies

A formal record via Meeting Minutes should provide for the distribution of the funds to the School Executive if the tour does not proceed.

3. Interstate and Overseas Tour Requirements

The following conditions need to be met:

- 3.1. The School Organising Committee must obtain approval from the Principal before it undertakes an overseas excursion with Students.

The School Organising Committee should:

- a) Provide to the Principal a written, detailed proposal
 - b) Refer to the CESA *Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005* and complete all appropriate forms and submit these to the Principal. [Link](#)
- 3.2. The minimum ratio for supervision is 1:15 Students. However, there must be a minimum of two designated Excursion Staff for all trips, one of whom is a registered Teacher at the School. Any adults not employed by the School who accompany tours are required to undergo a WHS induction

process, obtain a Working With Children Check, complete the Responding to Abuse and Neglect training and to comply with all child protection legislation.

3.3. A School contact person will be appointed by the Principal This person must be contactable at all times for the duration of the activity and have copies of:

- a) The names of all participating students and staff
- b) The mobile phone contacts of any participating staff
- c) The email contacts of any participating staff
- d) The family contact details for all participating students and staff
- e) All itineraries, including dates and estimated times of all arrivals and departures and accommodation contact details
- f) Copies of parental consent and medical advice forms
- g) Emergency/contingency plans
- h) In the case of overseas tours, the contact details of the Australian Embassy or High Commission in the country of destination.

NB: The School contact person must keep the Teacher in charge up to date with any relevant information from the Department of Foreign Affairs and Trade about the country of destination by checking www.dfat.gov.au at regular intervals.

3.4. 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.

3.5. In the case of an emergency, such as the failure of the group to arrive at a scheduled destination or make a scheduled communication, the School contact person must:

- a) Immediately contact the Principal and authorities and provide them with necessary information
- b) Act as a liaison between the School, emergency services and parents/caregivers.

NB: In an emergency, the Principal may delegate the liaison responsibilities to another staff member within the School.

3.6. For Secondary Interstate and Overseas Tours, the Deputy Principal (Secondary) and the Personal Assistant to Senior Leadership should be provided with copies of:

- a) The names of all participating students and staff
- b) The mobile phone contacts of any participating staff
- c) The family contact details for all participating students and staff
- d) All itineraries, including dates and estimated times of all arrivals and departures and accommodation contact details.

3.7. For Primary Interstate and Overseas Tours, the Head of Primary and the Personal Assistant to Senior Leadership should be provided with copies of:

- a) The names of all participating students and staff
- b) The mobile phone contacts of any participating staff

- c) The family contact details for all participating students and staff
 - d) All itineraries, including dates and estimated times of all arrivals and departures and accommodation contact details.
- 3.8. The accompanying Excursion Staff must take a mobile phone for emergency contact at all times.
- 3.9. All Excursion Staff must execute diligently all duty of care obligations.
- NB:** Excursion Staff are on duty 24/7 for the duration of the tour.
- 3.10. In accordance with the religious practices of a Catholic school, attendance at Mass on Sundays is a requirement and should be included in the planning and itinerary for tours, except where impractical due to travel or unavailability.
- 3.11. The accompanying CESA *Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005* forms must all be completed, including a detailed itinerary.

4. Specific Overseas Tours Requirements

Overseas Tours require that specific conditions and compliances are completed.

- 4.1. Prior to the commencement of travel, the designated Teacher in Charge must:
- a) Obtain the *Catholic Education South Australia Overseas Tour Checklist* from the Principal and ensure all elements of the checklist have been complied with including but not limited to:
 - I. contact with the Department of Foreign Affairs and Trade (DFAT) to ascertain any risks associated with the travel plans
 - II. provide DFAT with the details of the tour, including the number of students and staff touring and the duration of the tour, so that accurate and informed advice can be obtained
 - III. the Teacher in Charge should carefully note any advice that is obtained and ensure that the tour complies with the advice provided
 - IV. parents/caregivers should be consulted and informed regarding any advice received from DFAT (including information promoted on the website: www.dfat.gov.au).
- 4.2. The Teacher in Charge must register with the Australian Embassy in the country of destination.
- a) All students and staff names should be lodged with the Embassy together with a copy of the itinerary.
- 4.3. In consultation with the School Business Manager, all participants must obtain personal travel insurance that is compliant with the School's insurance policy. It is preferable that the insurance policy:
- a) Is arranged before making deposits on travel, accommodation, study tours or course fees
 - b) Provides a broad cover, including cover in circumstances such as:
 - I. health related issues

- II. in the event that the trip is cancelled at short notice for safety reasons
 - III. in response to extenuating/unexpected circumstances.
- 4.4. Students and parents/caregivers must be clearly informed that the Principal has the right to qualify or withdraw his/her approval for trips at any time if the political situation in the destination country deteriorates or for any other safety reason.

NB: In this respect, the Principal will be guided by DFAT and/or the Minister for Education and the Minister's advice to DECS schools. It is possible in these circumstances that travel may be cancelled at short notice.

- 4.5. In the event that the tour is cancelled, parents/caregivers and Students will be informed that reimbursement of costs should be sought from their travel insurer. The School will not be liable for any reimbursement of expenses (or loss or damage) incurred by participants if the trip is cancelled and the insurance cover does not provide reimbursement in the circumstances.

- 4.6. Vaccination Requirements:

- a) The Teacher in Charge must seek up to date advice and forward information to participants and parents/caregivers regarding all vaccination requirements. Health information can be obtained from www.smarttraveller.gov.au and/or any medical service specialising in overseas medicine and vaccination.

5. Exclusion of Student Participation

- 5.1. The Principal, in consultation with the School Executive, will have the right to preclude students from attending an overseas or interstate tour when:
- a) A student is not able to demonstrate sufficient maturity/responsibility in their day to day behaviour at school
 - b) Other mitigating circumstances (such as family finances and payment of tuition fees) may influence on such a decision.

RELATED DOCUMENTS/LINKS

1. Department for Education South Australia – www.education.sa.gov.au
2. Department of Foreign Affairs and Trade – www.dfat.gov.au
3. Smart Traveller – www.smarttraveller.gov.au
4. Catholic Education South Australia – Overseas Travel Procedure [Link](#)
5. CESA Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures and Appendices for Catholic Schools and Preschools 2005 [Link](#)
6. Appendix I: Application to the Director to conduct an Overseas Excursion, including Checklist
7. Proforma – Parent Excursion Consent form – Interstate and Overseas Trips
8. Confidential Medical Information for School Approved Excursions
9. Confidential Staff/Volunteer Health form

POLICY IMPLEMENTATION

Responsibility for implementation, monitoring and review of the policy is vested in the following roles:

Principal

POLICY REVIEW

Frequency: Every 2 years

Next review date: August 2022

APPROVAL AUTHORITY / POLICY OWNER

Blackfriars Priory School