



## SECONDARY SCHOOL INTERSTATE AND OVERSEAS TOUR, and CO-CURRICULAR CAMPS PROCEDURE

### Initial Planning for Tours

Prior to informing any students/families of a proposed tour, any staff member wishing to organise and run a tour must complete and submit via online application, the following documentation to the Dean of Co-Curricular, for consideration by the College Deans, and to be granted *Approval to Proceed* with planning:

1. **Tour Rationale**
2. **Specific Goals of Tour**
3. **Initial Tour Proposal (see requirements listed below)**

Tour approval will not be granted if parent and student publication of a tour is circulated prior to receiving *Approval to Proceed* with planning, which will be informed to you by the Dean of Co-Curricular (DOCC). The documentation required for online submission to the DOCC, when seeking approval to proceed with tour planning is as follows:

#### 1. Rationale

Tour Coordinator (TC) to establish the rationale on which the tour is based, outlining clear educational objectives of the Tour.

#### 2. Goals

TC is to clearly define the goals to be achieved as a result of the tour.

#### 3. Preliminary planning and Initial Tour Proposal submission details required for *Approval to proceed* to be considered

A concise proposal is to be discussed with the Head of Department initially, and then a proposal is to be submitted via the portal online application to the DOCC for consideration and preliminary discussion.

This proposal should include:

- Proposed Tour itinerary providing such details as:
  - Specific proposed dates of tour (as a general rule, overseas and interstate tours are expected to run during non-term time)
  - Times (in particular, departure and arrival days and times);
  - Transport (including proposed airlines and flight schedules/stopover cities etc. , whether public or private transport is to be utilised and what type of transport will be used);
  - Accommodation (where students are proposed to be staying, what type of accommodation it is, whether the students will be sharing rooms etc. Billeting will only be considered as an option where there is a formal process of police clearance/vetting of potential host families).
- Proposed tour staffing
- Estimate of Full Tour budget costings – including budgeting for any additional staff costs required
- The estimated full cost that is to be charged to students, to ensure the tour runs at no cost to the College
- Group(s) of students (Year group/area of interest) proposed to be invited
- Any additional time requirements expected of the students in preparation/training for the tour

After the proposal has been discussed and amended (if/as required) with the DOCC, the written proposal (including any amendments) will be submitted, by the DOCC, to the College Leadership team for consideration.

If **Approval to proceed** is granted by the Deans, then it will be placed on the calendar by the DOCC and publicising and forward planning will commence by the TC.

It should be expected that the timeframe between the initial presentation to DOCC, receiving Approval to Proceed and the initial parent meeting will take approximately 6 weeks.

### Key information for consideration, regarding preliminary tour planning and preparation

#### **Notification of proposed tour:**

- Adequate notice is to be given to parents to allow for budgetary planning (preferably 12 months), once tour approval has been given.
- A parent/participant meeting is to be arranged for all proposed tours, after discussion with the DOCC, in which the TC meets with parents to discuss the tour proposal and ascertain interest.

#### **Tour Staffing:**

- Required staffing of the tour is to be determined based on a range of factors including student numbers, tour location, age of students and types of activities undertaken whilst on tour. It is expected that there will always be at least one female staff member attending, and at least one registered teacher. Typically, a minimum of two Penrhos staff are to accompany students with an appropriate staff/student ratio to be maintained. For an interstate or international tour, staffing would ideally be in a ratio of at least 1:10 **plus** 1 (ie. For a group of 20 students, there would be 3 staff, or for a group of 70 students, there would be 8 staff). However, depending on the nature of the activities, smaller ratios may be deemed necessary.
- It is preferable to include a dedicated medical and/or first aid trained staff member in tour planning. Parental assistance may be deemed appropriate for extra supervision, however, they would be required to attend at their own cost. The staffing ratio refers to Penrhos staff/approved external tour providers, not additional parents.
- In the first instance, full time teaching staff should be used to meet staffing requirements. If this is not possible, the TC must consult with the DOCC, to ensure that alternate staff can be source and budgeted for.
- The salary costs of including part time (including full time, term-time only) staff on tour must be included in the proposed tour budget, which is to be fully funded by the tour fee charged to parents of touring students. Any **part-time staff** attending tours in a Duty of Care capacity will be paid as a 1.0 FTE staff member for the duration of the tour.
- When using **1.0 FTE teaching staff**, no additional wage costs need to be added to the tour budget, as they are not eligible for additional tour payments.
- All teaching staff will be able to access a Day in Lieu, prorata to their FTE, on the tour return, at a mutually agreed time (between the Line Manager and the staff member).
- In relation to **OSS Staff** proposed to attend a tour: Understanding and acknowledging that no replacement staff will be provided for their department, for the period of time whilst their OSS staff member is on tour, Line Managers of OSS staff will consider whether they can relinquish that staff member for that period of time.
- All Staff participating on the tour must have their Line Manager sign off on their attendance. If staff have two Line Managers, they must both sign off on the tour request.

- Where possible, try to avoid using **middle/senior management staff** until other options are exhausted. If there is a specific need for a particular staff member to attend, that staff member needs to arrange how to cover the regular duties of their position that can't be assigned through usual relief roster.
- All College tours are 'Alcohol Free' for staff and students, for the duration of the tour.
- Staff wishing to participate in tours may be required to completed their First Aid Qualification, and if necessary, their Bronze medallion.
- It is important that the TC nominates staffing arrangements for which they are comfortable, considering specific skillsets, requirements of the tour, staff experience, and collegial relationships, and whilst individual staff may be invited to express their interest in accompanying the tour by the TC, the Principal will make the final decision on tour staffing. Consideration of year group teaching loads, other College events and specific departmental requirements at the time of the tour may impact the availability of staff to attend tours. **No staff should be of the understanding that they will be attending any tour, until approval has been provided by the DOCC.**

#### **Creation of the Tour Budget:**

- The tour budget proposal needs to include **all** foreseeable costs (including travel, accommodation, food, competition/entry fees, activities, printing and binding of tour booklets, insurances, staff phones and call/data usage provisions, external provider thankyou gifts, contingencies, creation of student memory photo books, tour shirts/uniforms, additional luggage and equipment charges etc.).
- Wherever possible and practicable, the parent tour charge is preferred to be 'all-inclusive', or as close to it as possible, and should provide a clear 'range' of tour cost, that you are confident you can achieve. For international tours, ensure that you give due consideration to the impact of exchange rate currency fluctuation, when setting your tour cost.

#### **Student transport and Individual Amendments to the Proposed Tour Itinerary:**

- Students are not permitted to drive themselves, or other students, to or from a co-curricular camp or College tour.
- Individual student amendments/alterations to the tour schedule are to be strongly discouraged, and are not allowed if a) the amendment impacts on any academic time, and/or b) the alteration will not enable the full completion of the tour itinerary. Approval for any individual amendments to the tour schedule will only be made by the Principal (through the DOCC), in discussion with the TC, and only with the signed acceptance that any and all additional costs associated with effecting this change, are covered by the individual family concerned. *(editable sample available on portal)*

**Preparations for the Initial Parent Information Meeting once *Approval to Proceed* has been granted for the tour.**

#### **Pre-planning of arrangements ensuring students are eligible (financially, pastorally and medically) to attend.**

- A preliminary meeting is to be established by the TC with the DFA, prior to the Initial Parent Information Meeting, to discuss tour payment arrangements and methods, to setup income codes for tour payments, and to approve the timeline for payments, ensuring the internal payment timelines line up with any external payment obligations.
- The TC communicates with parents/students, informing them of the proposed Tour and the date, time and place of the Initial Parent Information meeting.
- The TC conducts the Initial Parent Information Meeting to promote the tour – at this meeting, all attendees will be provided with a preliminary itinerary, and detailed information on any tour pre-

requisites (if any), any additional time commitment required of students in the lead up to the tour, staffing, specific costings and a payment schedule, along with an Expression of Interest (EOI) form (*editable sample available on portal*), which is to be returned to the College by a date determined by the TC.

- No deposit or payment is to be requested at the time of lodgement of the EOI form.
- On receipt of the EOI from Parents/Students, the TC is to forward a list of the proposed tour student list to the **Accountant** in the Finance Office, the **Dean of Pastoral Care (DPC)** and the **Health Centre Manager**, for review.
- The TC is to allow a period of two weeks for review of students to be undertaken by the Finance Office. An application to participate in any Penrhos College organised Interstate or International tour will NOT be accepted unless all outstanding fees are paid.
- Where families are receiving a remission on their school fees and/or whose account is not up to date, their daughter is not eligible to attend the tour. In addition, the account needs to be up to date financially at the time of the EOI in the tour and the fees must continue to be kept up to date up until the time of the tour. If this condition is not met, the College will reserve the right to withdraw the student from the tour, in consultation with the TC and Principal. **These conditions are to be clearly stated on all documentation that goes out to parents and specifically advised at the initial Parent Meeting.**
- By the end of the first week after the EOI's have been returned, a letter is to be sent out by the Accountant, to the parents/guardians of students that have got outstanding fees owing and where the parent/guardian has not committed to a payment plan to clear the tuition fees by the due date. The letter will state that the parent/guardian will have 5 working days to clear the outstanding fees owed to the College, failing which the student's expression of interest for the Tour will not be considered.
- Prospective tour lists will be reviewed by the **DPC** and the **Health Centre Manager** to establish suitability for students to participate, before any confirmation of attendance is given to students/families. The DPC will discuss the proposed tour list with counsellors and advise any pastoral issues to the TC.
- By Friday of the second week after the EOI's have been returned, the Accountant is to provide the TC with a list of student names that are eligible to have their EOI considered to participate in the Tour.
- The TC will review the applications for the student names approved by the Accountant and advise the students and parents of the outcome.
- The students that have been accepted to participate in the Tour will then be provided with a schedule for payment against tour costs at the time of confirmation.
- A timeline is to be provided by the TC for a non-refundable deposit to be paid, to secure a place on the proposed tour.
- A copy of the schedule of payment against Tour costs needs to be provided to the Finance Office.
- The Finance Office will invoice the parent/(s) to make payment against their Educational Tours & Camps Account.
- It is the responsibility of the TC to ensure that all payments have been received from parents, according to the payment schedule.

## **ADMINISTRATION**

- All tour planning and liaison with any external provider(s) is to be completed by TC, and/or tour staff (as directed by the TC).
- TC must source a complete list of student names and contact numbers from Synergetic.
- TC arranges staff mobile phones and establishes contact numbers through M8.
- Student Behaviour contract to be signed by both student and guardian, and returned to TC. (*editable sample available on portal*)
- Alternate pickup/drop off requirements circulated to tour staff (if applicable) and parent signed alternate handover arrangements collected by TC.
- TC to ensure all travellers comply with Visa and Passport requirements.
- TC to arrange a document on College letterhead signed by the Principal, which outlines the names of all travellers in the tour group and the purpose of the tour (International and Interstate Tours only).
- TC to arrange Travel cards with contingency funds and/or currency exchange through DFA (as necessary).
- TC to ensure that mini bars and pay-per-view movies are disabled at chosen accommodation.
- TC to arrange appropriate first aid kits and medication through the Health Centre Manager. All touring staff are encouraged to wear their First Aid lanyards.
- A few weeks prior to tour departure parent meeting, the DOCC will initiate a meeting with the TC to confirm final itinerary and travel details, contact numbers for tour staff and students, student medical forms, a copy of the passport picture page for all travellers (for International Tours only), and final risk management documentation. The DOCC should be provided with a full copy of all of this documentation. At this meeting, the TC is to confirm that all tour payments for attending students have been finalised.
- If the tour runs during term time or part thereof, the TC is to provide a list of tour students to SS Absentees and College staff prior to departure.
- Parent meeting(s) held prior to departure, should specifically address the tour risk management document and communication protocols whilst away. TC to provide parents and students with full itinerary, a packing checklist (*editable sample available on portal*), the current insurance policy documentation and touring staff emergency contacts whilst away.
- Invite DOCC, DPC and/or Principal to the departure meeting, to address students on the code of behaviour and the College's expectations.

## **RISK MANAGEMENT**

- TC establishes contingency plan/emergency contacts in event of an emergency or incident requiring advice (Principal, DPC, DOCC).
- TC to assign specific roles, responsibilities and duties for each accompanying staff member, as well as to advise the contingency plan should any staff member be unable to complete their role once the tour has commenced. Ideally, for consistency, there will be one staff member assigned to oversee the administering and recording of student medication.

- TC confirms all flight/insurance/transport details/necessary medical and dietary information with travel agency/external provider(s).
- TC completes a Risk Management Analysis (*an editable sample RMA proforma is available on the portal*). This is then submitted to the DOCC for review and endorsement at the meeting set by the DOCC, approximately 2 weeks prior to the tour. Any unavoidable changes to this document that may occur within the last two weeks, need to be advised and signed off by the DOCC, on the **AMMENDMENT TO APPROVED RMA** proforma (*available on portal*).
- All tour staff record contact details for Principal, DOCC, Dean of Pastoral Care as well as after-hours security contacts from the College.
- TC to provide staff information booklet to all touring staff (and to DOCC, DPC, DT+L and Principal), containing final Risk Management documentation, relevant contact and organisational details, and medical and dietary information for students.
- For international tours, every parent will be provided with access to the Online Country Guides (from SOS International Traveller website).
- For overseas tours, TC to provide DFAT (Smart Traveller) with travel itinerary and tour group personnel list (listing the Principal as the emergency contact for all students).

Emergency Contact Details of a Family Member in Australia					
Given Name	Family Name	Relationship to traveller	Home Phone	Mobile	Email
Meg	Melville	Penrhos College Principal	61311111111 +61418627999	61411111111 +61418627999	melvim@penrhos.wa.edu.au

- DFAT and SOS Traveller advice accessed and monitored by TC, with itinerary updated/modified as necessary.
- All students and staff to be provided with staff mobile numbers, hotel numbers and emergency contacts, by the TC.

## MEDICAL

- The TC is to request updated student and staff medical detail forms and relevant action plans from the Health Centre Manager at least four weeks prior to departure.
- TC to liaise with the Health Centre Manager to ensure that all student (and staff) medical forms provided by the Health Centre have been updated, verified and signed by a parent/guardian.
- TC is to create a Master medical/dietary/allergy summary document of all major health concerns and provide to all tour staff prior to departure, specifically identifying conditions of Diabetes, Asthma and Anaphylaxis,
- For students identified as anaphylactic, the TC is to collect the student's Epipen and action plan from the Health Centre prior to departing for the tour. The TC is to contact the parents prior to and advise that they pack their daughter's Epipen and required antihistamine in her hand luggage to ensure ease of access while travelling.
- During the planning process, the TC is to request that parents disclose a list of any medications their daughter takes regularly.
- If indicated, parents are requested to complete a medication authorisation form (*available on portal*), outlining clear instructions for administration while on tour.

- Parents are to provide all prescription medications in their original packaging, within date and with a pharmacist label outlining the students name and dosage instructions.
- For overseas tours, parents are to obtain a Doctor's letter outlining the prescribed medication their daughter will be taking out of the country.
- Medications, along with the medication authorisation sheet and Doctor's letter should be kept together and handed to the staff member who will be assuming responsibility for administering and recording all medications while on tour.
- Students are **NOT** to self-administer medications while on tour. Over the counter medications such as paracetamol and antihistamines will be carried by the Staff member in charge of First Aid and can be dispensed as required.

## INSURANCE

- It is a requirement that the TC activates Group travel insurance policy through the DFA – Uniting Church Corporate Travel Insurance and an SOS International Traveller Assistance policy (for International Tours only).
- All travel insurance cover is to be taken out under the Corporate Travel Insurance policy of Penrhos College to ensure that the level of cover for all students participating in interstate and overseas tours is uniform and provides a reasonable level of cover. The insurance rate may vary from year to year. For current rates please contact the Finance Department.

**At least four weeks** prior to departure, our Travel insurance requires the TC to provide the Insurance Services Officer, Uniting Church in Western Australia (see the Finance Department for full contact details), with the following tour details:

1. Full names (as listed on passport) of the travelling group including adults
2. Year level of students travelling
3. Travel itinerary detailing all countries and cities that will be visited as part of the Tour
4. Pre-existing medical conditions (these are covered under our policy)
5. Any changes in circumstances before or during travel
6. If any of the excursions will involve 'at risk' activities

The insurance provider will then provide a Certificate of Placement – Corporate Travel containing the names of the travelling party. Once received, please check and ensure the spelling of the names for all travelling participants is correct.

For details of the policy, *outlining the cover provided*, see the **Business Travel Policy**

For details of the *Product Disclosure Statement and Policy Wording*, see **PeopleSure – PeopleSure for Corporate Travel**

In the event of a claim see the **Insurance Claim Form**. For any assistance in the completion of the claim form please liaise with Insurance provider. Once completed, please return the claim form with supporting documents to the insurance provider.

### **Please note:**

This insurance will also be applicable where Penrhos students are travelling with students from another College i.e. NIDA tour (where insurance is arranged for each member of the tour by the TC). The cost of the travel insurance will be charged to the Tour.

## Requirements on return from Tour

- On tour return, the TC is to submit a brief written report on the tour to the DOCC, addressing the following criteria, and outlining any proposed changes for future tours:
  - Evaluation of the pre-tour risk assessment submission
  - Student Behaviour/Performance/Achievements on tour
  - Student Sickness when on tour
  - Suitability of tour company/external provider(s)
  - Suitability of food, accommodation, and effectiveness of staffing
- TC to meet with DOCC to evaluate tour.
- TC to manage the resolution of any insurance claims that may have arisen from the tour.
- Tour funds reconciliation to be completed with Accountant, including enacting parent refunds (*editable sample available on portal*), if required.
- Signed consent forms, class lists, medical forms, risk assessment and any other relevant documentation must be archived by TC at the conclusion of the event.
- Optional - Tour Organiser to hold post-tour function to share photos/experiences with students/parents.

## USEFUL RESOURCES FOR PLANNING

### **UNITING CHURCH POLICY/CHUBB INSURANCE**

[www.customercare.com.au/chubb](http://www.customercare.com.au/chubb)

### **SOS INTERNATIONAL TRAVELLER POLICY**

Membership #I2AYCA090604

[www.internationalsos.com](http://www.internationalsos.com) +612 9372 2468

### **AISWA – DUTY OF CARE GUIDELINES (Policies and Procedures Guidelines for Schools)**

### **SMART TRAVELLER – Department of Foreign Affairs and Trade**

Consular Policy and Training Section (CTS)

E | [registrationhelp@dfat.gov.au](mailto:registrationhelp@dfat.gov.au)

Consular Policy Branch (CPB)

T | 1300 555 135 ( option3 )

Consular Public Diplomacy and Parliamentary Affairs Division (CPD)

W | [www.smartraveller.gov.au](http://www.smartraveller.gov.au)

### **RLSSA**

#### **Royal Life Saving Society of Australia – WA Branch**

PO Box 28

FLOREAT FORUM WA 6014

Ph: (08) 9383 9988

Fax: (08) 9383 9922

E-mail: [rlssa@msn.com.au](mailto:rlssa@msn.com.au)

Website: <http://www.rlssa.org/au/wa/>



**SLSWA****Surf Life Saving Western Australia**

PO Box 1048

OSBORNE PARK WA 6916

Ph: (08) 9244 1222

Fax: (08) 9244 1225

E-mail: [siswa@siswa.asn.au](mailto:siswa@siswa.asn.au)

Website: <http://www.siswa.asn.au>

**CALM****Department of Conservation and Land Management**

50 Hayman Road

COMO WA 6152

Ph: (08) 9334 0333

**Department of Education policy and procedures documents to refer to include:**

- Excursions
- Excursions Presentation 2004
- Duty of Care for Students
- Water-based Excursions Procedures and Guidelines
- Risk Management
- Organisational Guidelines for Physical Education and Outdoor Education
- Occupational Safety and Health
- Student Health Care
- Short Term School Visits/Study Tours by Overseas Students
- Guidelines for Primary Schools – Physical Education and Sport
- Reporting Fatal Accidents in Schools or School Authorised Activities
- Swimming Pools at Schools

These documents can be found at [www.eddept.wa.edu.au/regframe/index.cfm](http://www.eddept.wa.edu.au/regframe/index.cfm)

**OWNER:**

Dean of Co-Curricular

**LAST REVIEW DATE:**

April 2017

**NEXT REVIEW DATE**

December 2017