

ST KEVIN'S COLLEGE

OVERSEAS & INTERSTATE TOURS POLICY

INTRODUCTION

Recognizing that much can be achieved by way of the educational and social development of boys in cross-cultural situations, St Kevin's College provides students with regular opportunities to participate in overseas and interstate tours.

DEFINITION

Interstate tour refers to any official College tour that involves travel to other Australian states or territories. Overseas tour refers to any official College tour that involves travel to countries other than Australia. It does not relate to compulsory academic or co-curricular trips such as Outdoor Activities Program destinations within Australia or full class trips such as a Politics excursion to Canberra. The College Leadership Team will approve interstate or other extensive excursions if the educational content is of a clearly demonstrable value.

GUIDELINES

The College will only approve interstate or overseas tours that have a clear educational and pastoral purpose. Ideally, tours should allow for an element of social justice involvement and be related clearly to our Edmund Rice Education Australia Touchstones.

1. A detailed proposal containing the rationale and educational objectives and showing research of costs and itineraries must be submitted to the Headmaster before consideration would be given to approval at a College Leadership Team meeting.
2. The Headmaster will appoint all staff members participating in the trip.
3. Spouses and/or children travelling with the College do so at the discretion of the Headmaster.
4. Fundraising for any trip should not impinge upon College fundraising. Trips should be cost neutral to the College.
5. Trips are to be planned and approved with such lead-time that students can save toward the cost.
6. Normally, the cost to staff members, other than personal expenses, will be factored into the budget.
7. The College reserves the right to cancel a trip. This might be due to inadequate student numbers rendering the tour not viable for financial reasons or because of concerns for the security and safety of a specific destination. Advice is sought from the Department of Foreign Affairs and Trade

(DFAT) via the official grading of a destination's safety on the website and other sources of information and risk assessment.

8. The ethos of the College must be upheld in all aspects of any time away, including participation in Sunday Mass.
9. All tours must be organized through registered travel providers. The Headmaster grants specific permission for a Tour Operator to organize the air and ground component of a tour.
10. Students to tour will be selected following a formal review of the proposed tour party at a meeting of the College Leadership Team. The Headmaster's decision on the composition of the tour party is final. Criteria used by the Headmaster and the Leadership Team include:
 - Discipline and behavior record of a student
 - Sustained involvement and capacity in the particular activity or subject
 - Commitment to ongoing involvement in the particular activity or subject and the College in general
 - Balance in the tour party – age, positions, instruments, etc.
 - Overall academic effort by a student
 - All College fees and costs are up to date
11. Once a tour has been successfully conducted and a subsequent tour is proposed with minimal alteration of itinerary or purpose, then the application, whilst still in writing, requires less detail and the tour needs only to be registered as occurring on the recommendation of the Headmaster to the Board.

REVIEW

This policy will be reviewed every two years or as the Board determines.

Amended and Approved by the College Leadership Team December 2018