



Tours and Excursions Policy

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Normal College rules apply to students with respect to demeanor, conduct, alcohol and drugs on all College camps and tours.

Teachers attending camps and tours do so understanding that a professional code of conduct and support for the College's ethos is an expectation of their involvement in such ventures. This is particularly relevant when planning student activities.

The consumption of alcohol by staff on College camps or extended field trips while on duty (or where there is a possibility of duty) is not PERMITTED.

Given the risk of litigation, negative community perceptions and often unfair innuendoes it is inappropriate for staff to consume alcohol on such occasions.

Excursions

Any excursion in which students and staff from the College are engaged in is necessarily an official operation of the College.

It is necessary that all such operations should be approved in principle by the Head of Primary/Secondary Coordinator before any detailed planning begins and that after such approval is given, the following directions be strictly adhered to:

1. All excursions should be directly related to the curriculum. They should not be seen simply as "outings".
2. Dress: School uniform must be worn on all excursions (except where other arrangements are approved). Students should remain properly dressed throughout the excursion. Staff should detail the clothing requirements, and be cognisant of the School's not negotiable Sunsmart Policy.
3. All students should be given specific tasks to carry out during the excursion and there should be an evaluation of the excursion. Normally this should entail written work.
4. Before an excursion begins the responsible member of staff must "case" the various elements of the excursion, e.g. does the art exhibition fulfil the requirements of the study?
5. Details of staffing must be worked out well in advance and must be approved by the Head of Primary/Secondary Coordinator. Sufficient members of staff to ensure proper supervision must accompany the party. The usual basis is one teacher to 20-25 students. Generally speaking, the member of staff who organises the excursion is responsible for all planning prior to, and discipline during, the excursion.
6. Parents should be notified well in advance if the excursion is to take place out of school hours or if there are to be any particular requirements. Where necessary approved pro-forma consent forms and covering letter must be issued in good time and the appropriate consent form, signed by the parent or guardian, must be in the hands of the teacher before the student is accepted for the excursion.
7. Other teachers must be informed of possible class absentees. The Assessment Calendar must be perused to ensure that no assessment is being disrupted. Assessment in the Calendar has priority. The list of students who will be absent on the excursion should be distributed to staff three working days prior to their departure.

8. A teacher participating in an excursion is expected to exercise “reasonable care” in supervision -“reasonable care” being the care that a good parent would be expected to exercise. If a teacher is shown to be negligent or has acted in an improper way, then the teacher will be held liable for the activities of the students.
9. No outing or excursion will be allowed unless the Head of Primary/Secondary Coordinator is notified at least one week in advance. Allowances will be made for extenuating circumstances.
10. The excursion planning should cover the entire time of the excursion. Students should not be left to “fill-intime” or “go off”.
11. If a member of staff is absent from other because of an excursion, then it is the responsibility of that member of staff to set work and give details to the Deputy Head Primary/Secondary

Bus Procedure

Staff in charge have the following responsibilities:

1. Ordering of College or outside buses or other appropriate transport.
2. To have a list of the students in their charge. The list should be checked whenever the students embark.

Student’s Code of Behaviour - Tours

N.B. For inclusion in Tour documentation disseminated to students prior to departure and signed by all students.

1. Always remember you are an Ambassador for the College, Queensland and Australia and most importantly, for yourself. The College will be judged by your actions and behaviour. Always act in a responsible manner, being mindful of your own safety and the safety of others.
2. Always be aware of the whereabouts of your documents, money, wallet, camera and other valuables, as well as your luggage.
3. Always follow the directions of the Tour leader as to do otherwise can compromise the safety and interests of the group. You must trust that the directions are in your best interest. Discuss issues that arise at designated meeting times.
4. Smoking, drinking of alcoholic beverages or the taking of non-prescribed drugs is strictly forbidden.
5. Be friendly toward other participants and others. Smile, be polite, courteous, respectful and patient.
6. Do not leave your accommodation area or the group without permission from the Tour Leader. The Tour leader must know your whereabouts at all times.
7. There will be no mixed sharing of rooms. Males are not permitted to enter females’ rooms and females are not permitted to enter males’ rooms at any time, for any reason. There are plenty of areas and opportunities for appropriate interaction.

8. Always be aware of modesty. For many cultural experiences and in certain countries offence may be caused by style of clothing and immodest apparel. Tour leaders will specify cultural taboos and insist on maintaining appropriate standards.
9. Going to bed at a reasonable hour will make for a much more enjoyable tour for everyone. Remember, tours are often exacting and early morning starts require a good night's sleep.

Tours Policy Rationale

The College supports tours as a fundamental part of its commitment to the general education of students who attend The Lakes College.

Tours, both within Australia and overseas, provide a very special and unique learning experience for all involved. Tours provide opportunities for enriched friendships, understanding, competition, co-operation and resourcefulness. Staff involvement also enhances the pastoral care ethos of our teachers. Every encouragement and tangible support will be given to groups who wish to form tour parties.

POLICY

- 1) The following is articulated to rectify and alleviate problems which may affect the planning and implementation of tours.
 - a) Any group which is touring under the auspices of The Lakes College can do so only with the approval of the Principal. Such approval will only be granted after submission of a written proposal.
 - b) After "in principle" approval has been given by the Principal the tour organiser **MUST** meet with the Business Manager. At this stage the Business Manager must be provided with:
 - i) Details of funding and costings.
 - ii) A payment schedule.
 - iii) Information regarding payment request including scheduling.
 - c) **NO TOUR IS TO MAKE LAST MINUTE REQUESTS FOR LARGE CASH OR CREDIT TRANSFERS.**
 - d) Regular meetings need to be conducted with the Business Manager regarding financial arrangements.
 - e) Prudent financial management requires all arrangements for credit and cash transfers to have been finalised at least two (2) weeks prior to departure.
- 2) Prior to this approval being granted, preliminary discussions should have occurred with Head of Primary/Secondary Coordinator. Discussions will involve discussions of costs, options, liabilities, procedures, consequences and responsibilities.
- 3) After approval is granted, regular written progress reports are to be submitted to the Head of Primary/Secondary Coordinator. Such reports will include stage of planning, and other details pertinent to that stage of planning. Copies of these reports must be provided to the Principal.

4) Specifically:

- a) At least two quotations should be obtained and details of quotations discussed before seeking approval from the Principal.
- b) Pricing should include two or more individuals than are touring. If people drop out then this will cover costs. If places are filled then the amount saved will be refunded on a pro rata basis. (see International Tour Agreement)
- c) All tours should have contingency plans in the case of misadventure and/or death. Adequate insurance cover should be sought and be built into the tour costing to cover such insurance. Procedures with emergency contact numbers should be established with the itinerary.
- d) A permission slip should be sent home after gaining approval from the Principal. There should be no doubt in people's minds as to their responsibilities and the policy with refund of any monies.
- e) Parents should be informed in all relevant correspondence about the position of the College on touring students and College fees being up to date. The following statement should be included in all correspondence to parents: *"It is College policy that no student of the College be permitted to participate in any domestic or overseas tour if the College fees payable for that student are outstanding. This policy applies notwithstanding an offer made by a third party to pay the tour costs."*
- f) To ensure students with outstanding fees do not tour, it is important to submit a list of potential participants to the School's Business Manager for scrutiny and confirmation.
- g) Any touring proposal should include details of clothing, uniform and whether any sponsorship is proposed.
- h) Only the Principal can approve sponsorship and/or special touring uniforms and/or clothing apparel.
- i) After staffing costs are covered, all discounts are to be shared equally amongst the touring party. Additional staff family members will pay this same price.
- j) Any fundraising ventures are to be itemised in the submission to the Principal. Specifically, the manner in which proceeds are to be divided between the touring party should be made explicit to all involved in fund raising, i.e. which ventures will reduce an individual's total cost and which ventures will reduce the total cost and be averaged between the group.
- k) All overseas tours can only proceed to areas which have the accredited safety rating of the Department of Foreign Affairs.(see International Tour Agreement) If ratings change during the course of a tour, then the direction of the Department of Foreign Affairs must be followed.
- l) As part of planning the following should also be considered:
 - i) individuals' health profiles and procedures for dealing with specific medical conditions.
 - ii) medical insurance cover;
 - iii) visa requirements;
 - iv) passports;
 - v) re-entry requirements for non-Australian passport holders;
 - vi) method of carrying currency -travellers cheques;

- vii) vaccinations;
 - viii) other?
 - m) All students and individuals travelling with the group do so under the knowledge that responsibility for the group rests with staff members. Parents travelling must know that policy is the prerogative of The Lakes College.
 - n) All normal school rules with respect to demeanour, conduct, alcohol and drugs will apply to touring groups. Any alteration to normal expectations must be discussed and sanctioned by the Principal prior to departure.
 - o) Any Year 12 students involved in a tour after they leave school will do so only after they agree to remain under the policies, conditions and directions of The Lakes College. This includes policies regarding consumption of alcohol. A bond may be requested as part of any such agreement.
 - p) Frequent Flyer Points or discount schemes cannot be used by parents in organising flights for tours.
- 5) Prior to Departure
- a) An updated plan needs to be submitted to the Principal three (3) days prior to departure.
 - b) This plan/schedule should include:
 - i) Updated itinerary including addresses and phone numbers of accommodation and/or transit junctions.
 - ii) Complete list of touring party including staff and students with any special arrangements and/or deviations.
 - iii) Contact numbers of emergency procedures (preferably staff mobile numbers).
 - iv) Photo copy of staff and student passports (where applicable).

INTERNATIONAL TOUR AGREEMENT

- Prior to the commencement of travel, the teacher in charge will contact the Department of Foreign Affairs to ascertain any risks associated with the travel plans. The Department will 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 will carefully note any advice which is obtained and ensure that it complies with any advice provided. Parents will be consulted and informed regarding any advice received from the Department of Foreign Affairs on www.dfat.gov.au
- The teacher in charge must register with the Australian Embassy in the country of destination. All student and staff names will be lodged with the Embassy together with a copy of the group's itinerary.
- All participants must take out travel insurance. It is preferable to organise travel insurance before making deposits on travel, accommodation, study tours. Whatever insurer is selected, it should ensure a broad cover, including cover in the event that the trip is cancelled at short notice for safety reasons or in response to extenuating circumstances.

- The Principal has the right to qualify or withdraw his approval for trips at any time if the political situation deteriorates or for any other safety reason. In this respect, the Principal will be guided by the Department of Foreign Affairs. It is possible in these circumstances that travel may be cancelled at short notice.
- In the event that the trip is cancelled, parents and students are informed that reimbursement of costs should be sought from the travel insurer. The Lakes College will not be liable for any reimbursement of expenses (or any loss or damage) incurred by participants if the trip is cancelled and the insurance cover does not provide reimbursement in the circumstances.
- The Lakes College will not be liable for any reimbursement of any monies paid or any monies outstanding (for any loss or damage) should a participant withdraw from the trip prior to departure or during the trip.

POLICY ADMINISTRATION

In accordance with policy development and review protocol this policy will be recorded as an authorised policy approved by The Lakes College Board.

The policy will be reviewed twelve months from the date shown herein.

POLICY RELEASE DETAILS

Date of Policy

December 2012

Updated January 2013

Reviewed January 2016

Reviewed January 2017

Approved by

The Lakes College Board

Chairman

Date

Review Date:

Annually or as necessary