



WAIKATO DIOCESAN
School for Girls

Education Outside the Classroom – Overseas Trips Policy

NAG 1 – Curriculum Policy # 1.4

Rationale

The benefits of overseas trips for sporting, educational, cultural or special character reasons, during which students represent the school, are recognised by the Board of Trustees and Proprietor's Board as presenting valuable opportunities for students. Overseas trips are subject to the Board of Trustees' approval, control and, if necessary, conditions.


Policy Statement


The purpose of the Education Outside the Classroom – Overseas Trips Policy is to ensure that tours are beneficial both to the welfare of participants and the reputation of the school, and are financially viable.

Guidelines

1. Permission for overseas trips for school groups or individuals representing the school must be given by the Board of Trustees (on behalf of both Boards).
2. Before application to the Board of Trustees, approval and support must be obtained from the Principal.
3. Permission to take an overseas trip should be sought at least 12 months before the intended date of travel, by application to the Board of Trustees' EOTC Committee.
4. The submission made to the EOTC Committee must include:
 - a) The purpose of the trip.
 - b) The benefits to the students/school.
 - c) Dates, itinerary and type of accommodation to be used.
 - d) Quoted cost per person for the trip (using certified/experienced providers).
 - e) The staff involved/effects on curriculum delivery.
5. A participating student's school fees must be paid up-to-date prior to the initial trip deposit being paid.
6. The EOTC Committee will assess the trip proposal and make a recommendation to the Board of Trustees on the viability of the trip. In the case of a special character or service trip, the Proprietor's Board will also be consulted.
7. In making recommendations to the Board on overseas trip proposals, the EOTC Committee will consider the range and purpose of other trips that have taken place or been approved, to ensure equity of opportunities across curriculum subjects areas, sporting codes, cultural activities and special character opportunities. For sporting trips, preference will be given to trips within Australasia that offer a high level of competition.
8. Once approval in principle is obtained from the Board, any changes in the detail of the trip need to be notified to the Principal and/or the EOTC Co-ordinator, who will seek approval from the Board as necessary.
9. A meeting of parents/caregivers and students will be held soon after the Board's approval in principle. Information given to parents will include a detailed costing, time schedule of progress payments, details of any non-negotiable conditions, and the implications of withdrawal after committing to the trip.

10. All overseas trips must be self-funding.
11. All fundraising, trust applications and/or sponsorship must be approved by the Senior Leadership Team and comply with the school's Fundraising Policy and Sponsorship Policy.
12. The trip's finances must go through the school accounts; they must be transparent.
13. All trips will be covered by the school's travel insurance.
14. Trip participants will be responsible for ensuring that they have a passport that is valid for the duration of the trip (and any additional period that may be required by the country/ies to be visited) and any visas they require for the trip.
15. Prior to the departure date, parents/caregivers must be formally advised of all travel procedures and potential risks and, should events/crises arise, how these will be dealt with (including a copy of this policy).
16. The supervision structure for the trip must be consistent with MOE guidelines.
17. Supervisory staff will take all reasonable steps to ensure the welfare, health and safety of all participants on the overseas trip. Supervisory staff have full authority to deal with any issue in the best interests of any individual student and the tour party as a whole. In the event of any crisis, students must follow the specific instructions of any available supervisory staff/tour leaders or the appropriate local authorities.
18. If a disciplinary issue arises, the supervisory staff have full authority to adjudicate on the incident and determine the appropriate consequence (including sending the student home, at own cost) taking into account its severity, local customs and practices, and school policies.
19. On return, an evaluation of the trip will be completed and submitted to the EOTC Coordinator for all trips.
20. All EOTC experiences will follow the best practice EOTC guidelines as outlined in 'EOTC Guidelines – Bringing the Curriculum Alive' (Ministry of Education 2018), as well as any other relevant Government guidelines, and will comply with relevant legislation, including the Education and Training Act 2020 (NAGs), Health & Safety at Work Act 2015 and subsequent amendments, Crimes Act 1961, The Vulnerable Children Act 2014 and the school's legal obligations under general law.

Adopted by BOT:  Signed (BOT Chairperson)
13/4/22 Date

Adopted by PB:  Signed (PB Chairperson)
30.3.22. Date

Reviewed: 2022

Next review: 2025