

Excursions Policy – International

Excursions

Introduction

This policy must be read in conjunction with the Excursion Policy – Master, the Excursion Policy – Overnight Stays and the Excursion Policy – Recreation & Outdoor Education as well as any other excursion policy that may be relevant.

DFAT Travel Advisories

Prior to conducting an overseas excursion it is Penola Catholic College's policy to consult the Department of Foreign Affairs and Trade (DFAT) Smartraveller website and:

- Comply with any travel advisory current for the proposed location;
- Subscribe to receive automatic travel advice updates both prior to the excursion and whilst overseas; and
- Review our risk assessment if there are any changes to the DFAT travel advice.

DFAT Travel Notification

It is Penola Catholic College's policy to register any overseas travel plan with DFAT. This ensures that should dangerous or exceptional circumstances arise whilst travelling, DFAT will be able to assist in ensuring the safety and security of staff and students.

Excursion Management Plan

An Excursion Management Plan must be developed for each International Excursion taking into account the different types of activities which students will undertake.

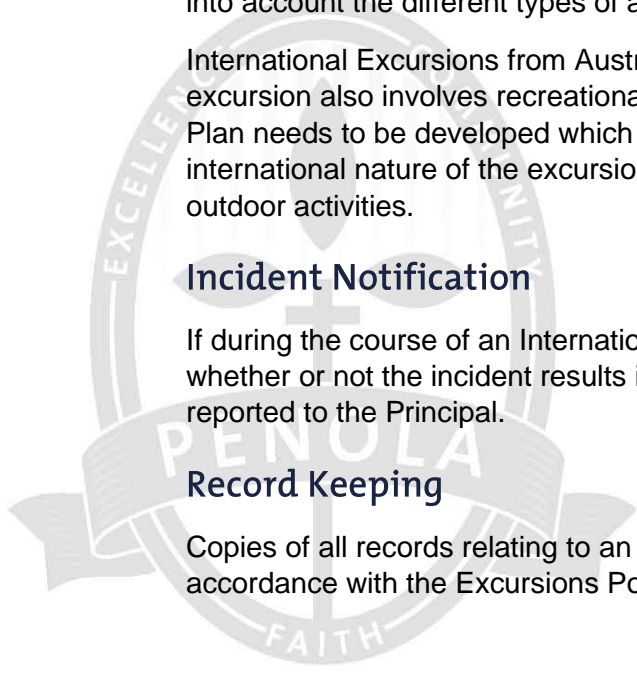
International Excursions from Australia will always involve overnight stays. Where the excursion also involves recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from the international nature of the excursion, the overnight stays and from the recreational and outdoor activities.

Incident Notification

If during the course of an International Excursion an incident occurs (e.g. a child is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal.

Record Keeping

Copies of all records relating to an International Excursions must be maintained in accordance with the Excursions Policy – Master.



Related Policies

Excursions Policy – Master

Excursions Policy – Overnight Stays

Excursions Policy – Recreation & Outdoor Education

Outsourcing (External Service Providers) Policy

Related Documents

Excursion Management Plan Template

From Complispace – current as at June 2020

