Melbourne Archdiocese
Catholic Schools

International Travel Procedures

MACS Schools

Purpose

To ensure that international travel by Melbourne Archdiocese Catholic Schools Ltd (MACS) schools is planned, implemented and undertaken safely and in accordance with the Victorian Child Safe Standards and other relevant legislation and policies.

To ensure that MACS as a governing authority supports schools to maintain responsibility and accountability that duty of care for staff and students is upheld on all international travel.

To ensure that all international travel by MACS schools follow a consistent and structured risk assessment and risk mitigation process, and that MACS able to provide appropriate support if required.

These procedures ensure MACS schools comply with the Excursions, Camps and Travel Policy, the Victorian Child Safe Standards and ensure the care, safety and welfare of all students when planning and conducting international travel.

Scope

These procedures are applicable to all international travel conducted by MACS and MACS schools.

These procedures are to be followed by all members representing MACS inclusive of all MACS office staff, MACS school staff, parents/guardians/carers, family members and volunteers (MACS staff).

Procedures

Principals are required to submit their intention to travel to their relevant MACS general manager for their region, and follow the approval and registration process as detailed in the table below:

	Timeframe	Task
PRELIMINARY APPROVAL	12 months prior to travel (minimum)	**Intention to travel form** is submitted to relevant MACS General Manager (Region)
	12 months prior to travel (minimum)	**Letter of preliminary approval for International Travel** including the **Registration timeline** and **School Travel Checklist** is emailed to principal by the MACS General Manager (Region)
REGISTRATION	6 months prior to travel	**Registration Form** submitted to relevant MACS Senior Manager, School Leadership (SMSL) (formerly called RLC) including: • registration of student details • staff details • detailed itinerary • risk assessment • principal attestation that the procedures have been followed
	Within 1 week of registration submission	**Letter of acknowledgement** of registration is emailed to principal by the MACS SMSL

APPROVAL	Within 1 month of registration submission	**Approval** – on completion of registration; **Approval Letter** emailed to principal by the MACS General Manager (Region) **Note that approval can be withdrawn based on changing DFAT advice*
CONFIRMATION	1 month prior to travel (minimum)	Principal to inform SMSL of any amendments to: • Student details • Staff details • Itinerary • Travel or accommodation arrangements
	At commencement of travel	Principal to confirm departure has occurred with no amendments to registration details
REVIEW	Within 1 month Post Travel	Principal to submit a **Post-Travel Review** of planning, implementation and the trip to MACS SMSL, including: • Any incidents and reports during the trip • Considerations for future planning and implementation

The following procedures are numbered to assist in completing the associated checklist to support schools in planning and undertaking international travel.

1. Risk Management

1.1. The principal or nominated staff member ensures that systematic risk assessment and risk mitigation processes as per the Risk Management Policy, matrix and register are conducted for all international travel with students. Risks rated:

- Low or medium do not necessarily require further treatments and are considered acceptable – these risks should be reviewed periodically.
- High or extreme will require further treatment to reduce their level of risk to a more acceptable level.

1.2. The risk for each international travel will be assessed and measures put in place to reduce reasonably foreseeable risk. The principal or nominated staff member ensures that the risk assessment covers the entire international travel including, but not limited to:

1.2.1. all activities to be undertaken

1.2.2. where a trip involves adventure activities, a risk assessment is conducted for each adventure activity. Support to conduct these risk assessments can be found in the Department of Education's Adventure Activity Guidelines

1.2.3. the international travel location or venue (including environment, weather and bushfire risk)

1.2.4. people (student behaviour, student/teacher safety or illness, and specific needs identified in those attending). This includes relevant skills required by staff attending and supervision ratios

1.2.5. own or third party provided equipment (e.g. sports equipment, safety gear, technology etc.)

1.2.6. transportation (e.g. transport cancellations, travelling in hazardous areas, student behaviour, risks from the public, travel sickness).

1.2.7. locations and contact details for the nearest doctor, hospital and emergency services and consular support at each location of travel

1.2.8. the impacts on student supervision in the event of an international travel staff member being required to assist an injured or ill student, being unwell themselves, or needing to leave to seek help

1.2.9. support for students who may have difficulty communicating in an emergency because of age or disability and ways to manage any specific risks to these students in an emergency

1.2.10. an emergency management plan

1.2.11. a communication plan that:

- is developed specifically for the location based on current information about the location and relevant information such as mobile phone coverage
- enables staff to receive weather/fire forecasts, updates and warnings, communicate with the school, outside parties and engage support in case of an accident or emergency
- identifies equipment to be used
- is clear to all staff involved in the international travel, including its limitations
- does not rely on a single device
- allows clear communications between the school, parents/guardians/carers, students, staff and volunteers attending the international travel, particularly in the event of an emergency
- considers the need for students to carry mobile phones for communication with staff and their need to have a school mobile phone number
- considers where the school requires access to student mobile numbers and addresses factors including (but not limited to):
  - storage, use and deletion of student phone numbers
  - privacy of student contact details
  - how any chats or messaging will be conducted to ensure monitoring by at least 2 staff members
  - retention and recordkeeping of any group chats or messaging

1.2.12. Where appropriate, the risk assessment will also address:

- risk to intended educational objectives
- the particular language requirements of countries being visited and appropriate access to translators as needed
- any significant financial risks to the school and/or parents/guardians/carers
- the risk that the general community may lose confidence or trust in the school if a reasonably foreseeable risk is not identified or if insufficient steps are taken to minimise that risk and this results in injury, loss or damage.
- the requirements of Host families.

1.3. The organising teacher ensures the risk assessment will be completed during the planning of the international travel, reviewed before the commencement of travel and where appropriate and required, during the travel.

1.4. The organising teacher ensures that all staff involved and attending will be part of the risk assessment planning and review.

1.5. The organising teacher ensures that consultation occurs with external providers during the preparation of the international travel risk assessment and that risk assessments from third party providers are requested and reviewed to ensure they meet the standards required by the school and comply with relevant legislation.

1.6. The organising teacher ensures that all staff and volunteers undertake relevant training specific to the international travel, including child safety and that

1.6.1. all volunteers are engaged with consideration of the CECV Guidelines on Engaging Volunteers in Catholic Schools

1.6.2. the engagement of volunteers and other non-school staff complies with the Working with Children Check Policy and the school's Child Safety and Wellbeing Policy. This may require the use of international equivalents to working with children clearances or police checks.

1.7. The organising teacher ensures that responsibilities and processes for treating risks are communicated to all international travel staff (including volunteers) before departing for the international travel.

1.8. The organising teacher regularly checks Department of Foreign Affairs and Trade (DFAT) travel advice (for example via the smart traveller website) and subscribes to receiving DFAT updates regarding the destinations they are travelling to and through; and must understand that:

1.8.1. travel to countries listed by DFAT at 'Level 2 – exercise a high degree of caution' will require careful consideration of the additional risk factors

1.8.2. travel to countries listed by DFAT at 'Level 3 – Reconsider your need to travel' and 'Level 4 –Do not travel' are beyond acceptable risk

1.8.3. all travelling staff must subscribe to DFAT alerts.

1.9. The organising teacher and the teacher-in-charge ensure they check weather forecasts, fire danger and emergency warnings for each location in the days leading up to the international travel, on the day of departure for international travel and each day whilst away; and ensure that plans are in place to cancel or modify the international travel as needed.

1.10. The organising teacher ensures that Emergency Management and Critical Incident Management are understood by staff and volunteers attending the international travel experience prior to departure.

1.11. The organising teacher ensures that all international travel details are completed in the Student Activity Locator at least 3 weeks prior to the international travel.

1.12. At a minimum, the teacher-in-charge and the school-based contact person have access to information (stored according to relevant Privacy legislation) that may be required in an emergency such as (but not limited to):

1.12.1. itinerary and supervision plans (including travel). This includes all relevant addresses and phone numbers

1.12.2. relevant contact numbers for international travel staff and the school contact person

1.12.3. names and family contact details for all students

1.12.4. immediate access to medical and informed consent forms of students

1.12.5. access to photocopies of passports and visas for all travelling staff and students

1.12.6. any medical or contact details staff may have provided

1.12.7. a copy of the international travel risk assessment, emergency management plan including contacts for police, ambulance, nearest doctor, nearest hospital, fire brigade, consular support contact numbers and 24-hour school-based contact number

1.12.8. up to date DFAT travel warnings and information.

2. Third Party providers and venue selection

2.1. Before an external provider is selected to assist with the delivery of a program the principal ensures that the provider has a current Certificate of Currency.

2.2. The organising teacher ensures that third party provider staff have appropriate qualifications and/or experience for their specific roles.

2.3. The organising teacher and all relevant staff ensure they are familiar with all relevant aspects of the Engaging Workers through Labour Hire Providers Policy, CECV Guidelines on Engaging Volunteers in Catholic Schools, and the school's Supervision Policy.

2.4. The organising teacher and teacher-in-charge ensure they communicate with the third-party provider about responsibilities for first aid, emergency communications and procedures, and safety and wellbeing of students.

2.5. Providers will frequently seek a waiver and indemnity of liability as a condition of hire of a venue or participation in a planned activity.

2.5.1. Schools must not agree to give a waiver and indemnity where the provider seeks to absolve itself and its personnel from liability for negligence

2.5.2. Schools cannot, and must not, sign a waiver and indemnity on behalf of a student nor permit a student to sign a waiver and indemnity

2.5.3. Schools must not ask parents/guardians/carers to sign a waiver and indemnity on behalf of a student if the waiver and indemnity seeks to absolve the provider and personnel from liability for negligence

2.5.4. Schools should contact MACS Legal (legal@macs.vic.edu.au) for further information or guidance as required.

2.6. The organising teacher and teacher-in-charge ensure that all international travel venues are assessed and selected based on their safety and suitability for the activities proposed. This includes outdoor locations.

2.7. Venues are selected on recent and first-hand knowledge (for example, an inspection of the site; this may be by sister-school or tour operator). Factors considered include but are not limited to:

- 2.7.1. accessibility and reasonable adjustments for all students
- 2.7.2. level of access to resources, services and facilities that may be needed (e.g., toilets, first aid, shelter from extreme weather)
- 2.7.3. appropriate levels of health and hygiene
- 2.7.4. risks posed by other users of the site
- 2.7.5. levels of access to communication equipment and networks for routine and emergency use
- 2.7.6. external assistance available in event of an emergency
- 2.7.7. potential exposure to environmental hazards.

2.8. Where students are to stay with host families on an accompanied trip for less than 4 weeks, the organising teacher ensures that:

- 2.8.1. those families are engaged and trained to at least the level required of volunteers under the CECV Guidelines on Engaging Volunteers in Catholic Schools
- 2.8.2. the suitability of the host family and their accommodation is verified in writing by either the host school or Melbourne based school
- 2.8.3. all residents of the host family home over the age of 18 years have the equivalent of a Working with Children Clearance or National Police Check
- 2.8.4. the host family accommodation provides a safe, secure and private (where practicable) bedroom for the student's sole use, access to a shared or private bathroom and ready access to communication and technology should the student require assistance
- 2.8.5. host families receive information and training regarding child safety, communication with responsible school staff, cultural awareness and any relevant medical or pastoral information. Key information is translated as required
- 2.8.6. all members of the host family over the age of 18 sign a Child Safety Code of Conduct, translated into their local language
- 2.8.7. all record of references, checks, suitability, information and training are stored in accordance with the school's recordkeeping policy and practices
- 2.8.8. students and host families have access to a 24-hour contact number for supervising school staff
- 2.8.9. students have access to a wellbeing and safety check in from supervising school staff at least 5 times a week whilst staying with a host family
- 2.8.10. the parents/guardians/carers of the students, and the students themselves, are provided with the same information as above about expectations, vetting of homestay families, contact details about who their child can speak with if there are issues with their host family
- 2.8.11. there is a minimum of one 'back-up' vetted and trained homestay family on hand, in case of need
- 2.8.12. wherever practicable, ensure that a minimum of two students will be billeted at a time
- 2.8.13. parents/guardians/carers are informed of all details of the billet/homestay including members of the household, address and contact number of the host.

2.9. The principal ensures that school programs where individual students or groups of students travel unaccompanied to or from a sister-school are operated within the VRQA's requirements for secondary student exchange programs.

2.10. The principal ensures that relevant policies such the Modern Slavery Policy and Procurement and Contract Management Policy are applied in the procurement of labour, goods and services.

2.11. Where vehicles are used to transport students, the organising teacher and teacher-in-charge ensure they comply with all in country registration requirements and should be at a safety standard approved in Australia.

2.12. The organising teacher and teacher-in-charge ensure all drivers will comply with all licensing arrangements and have comprehensive insurance.

2.13. Occupational Health and Safety laws require employers and employees to take all reasonably practicable steps to manage driver fatigue and safe driving practices. For more information refer to Vic Roads Fatigue and Road Safety information. Refer to Motor Vehicle and Work-related Driving Policy.

3. Consent

3.1. The organising teacher ensures that written/electronic consent is received from parents/guardians/carers prior to school international travel. This consent must provide sufficient information about the international travel to enable them to make an informed decision. This includes:

3.1.1. the educational purpose of the activity

3.1.2. any selection criteria that may apply to the trip (e.g. being involved in a particular subject, behavioural requirements etc.)

3.1.3. the nature of the proposed activity/activities. Parents/guardians/carers must be aware of the activities students will be participating in on the international travel, and if these activities carry a degree of risk of harm, such as swimming, bike riding or any other adventure activities

3.1.4. parents/guardians/carers will be requested to provide information about their child's relevant abilities where necessary e.g. level of swimming ability, confidence riding a bike etc

3.1.5. the location(s) of the activity

3.1.6. the types of transport being utilised

3.1.7. any relevant information such as required clothing, food, cultural and political sensibilities, spending money, travel SIMs etc.

3.1.8. who will be supervising the international travel e.g. teachers, staff from the venue/international schools/ travel company, parent/guardian/carer, volunteers, host families

3.1.9. the financial cost and limitations to refunds

3.1.10. passport and visa requirements

3.1.11. The organising teacher must ensure all participants have appropriate insurance. It is recommended that staff and students take out insurance cover directly and not via a tour operator; and that they are covered under the same insurance provider as far as is practicable. Before taking out insurance cover staff, and parents/guardians/carers of student travellers should ensure they consider whether or not the insurance cover excludes events that may disrupt travel plans such as pandemics, wars, storms, floods and strike. They should make independent assessments of whether the level of cover is appropriate to their needs

3.1.12. if host families are being used, parents/guardians/carers must understand selection criteria and checks conducted

3.1.13. the option to authorise the teacher to obtain emergency medical or surgical treatment or to administer first aid in the event of illness or accident

3.1.14. the school's Privacy Policy and what information may need to be shared with the international travel venues or third party providers

3.1.15. the reasons that a student may be sent home from an international travel (e.g. illness or serious misbehaviour) and any related costs or requirements of parents/guardians/carers in these circumstances

3.1.16. that the international travel arrangements may need to be cancelled or altered at short notice to ensure the safety of students and/or due to circumstances

beyond the control of the school. Parents/guardians/carers should be informed of the alternative arrangements that will be put in place

3.1.17. the telephone number for the designated school contact person in the event of an emergency or family circumstance. This should not be a staff member's personal mobile number

3.1.18. any translation of documents and information required to ensure access by all relevant parents/guardian/carers.

4. Student Safety

4.1. The organising teacher ensures that parents/guardians/carers are provided with the opportunity to vary any medical, health or general information previously given to the school before any international travel.

4.2. The organising teacher ensures:

4.2.1. that all teachers on the international travel have immediate access to medical information forms (hard copy or electronic, which may include downloaded copies) whilst on the international travel. Consideration must be given to accessing this information if there is no phone/wi-fi signal or power, as well as preventing potential privacy breaches

4.2.2. that copies of this information are also kept at school.

4.3. The organising teacher ensures that all staff and volunteers on the international travel are aware of the requirements of the school's Administration of Medication Policy and associated documents, Medical Management Policy and associated documents, the Anaphylaxis Policy and associated documents (with a focus on the Anaphylaxis Risk Management Checklist for Off-site Activities); and the First Aid Policy and associated documents.

4.4. The organising teacher and the teacher-in-charge ensure that, where appropriate, students travel with a doctor's letter to support them travelling with medication.

4.5. The organising teacher works with parents/guardians/carers to ensure that relevant medical plans and key information are translated to support appropriate health care.

4.6. The organising teacher ensures that international travel staff have first aid and emergency response knowledge appropriate to:

4.6.1. the environment in which the group will operate

4.6.2. the remoteness of the location

4.6.3. the likely length of time staff are required to provide patient support before medical help can arrive

4.6.4. known medical history of students and staff

4.6.5. the requirements of the First Aid Policy.

4.7. For international travel involving water activities, the organising teacher ensures that all staff are prepared for and able to cope with an emergency rescue and are able to identify which staff are qualified to conduct CPR. There is at least one person at each water activity with relevant water qualifications (such as Life Saving Victoria Inland Waterway Life Saving Certificate or Royal Life Saving Bronze Medallion or Swimming and Water Safety Teacher or Pool Lifeguard). The DE guidelines should be followed and used in conducting the planning and risk assessment.

4.8. All staff ensure they take a first aid kit appropriate to the location, the activities undertaken and the specific needs of participating students with health and medical conditions.

4.9. School staff and volunteers on international travel ensure they:

4.9.1. understand the purpose of the international travel program and its connection to student learning

4.9.2. have the skills and knowledge required to meet the objectives of the international travel program

4.9.3. are aware of and understand their supervisory responsibilities throughout the international travel

4.9.4. understand their child safety obligations, including the requirements and expectations in the Child Safety Code of Conduct

4.9.5. know which staff can provide first aid and/or CPR if required

4.9.6. know the location of students they are responsible for at all times on the international travel

4.9.7. have attested that they have the physical capabilities for the requirements of the international travel and associated activities.

4.10. Where volunteers are engaged, the organising teacher ensures that requirements outlined in the CECV Guidelines on the Engagement of Volunteers in Catholic Schools and the Working with Children Check Policy and the school's Child Safety and Wellbeing Policy are addressed.

4.11. Volunteer names are recorded for the purposes of volunteer workers insurance.

4.12. Where specialist instructors are employed, the organising teacher ensures that they:

4.12.1. have the necessary skills or qualification for the activity. Useful information can be found in the Department of Education Guide to equivalent qualifications and experience for adventure activities

4.12.2. have the appropriate experience for the age and skill level of the students

4.12.3. hold appropriate public liability insurance.

4.13. The organising teacher ensures all international travel staff are familiar with the Duty of Care Policy and the Supervision Policy.

4.14. Each type of activity has its own supervision ratio – refer to the Excursions, Camps and Travel Policy for specific ratios; additional considerations should be given to the specific needs of students and staff outlined in the relevant risk assessment – refer to 1.1.

4.15. Attending staff must use a method of accounting for all students at any given point during the trip; all attending staff should be aware of the method for accounting and attendance recording expectations and procedures.

4.16. Students are briefed by the organising teacher and/or teacher-in-charge to ensure they understand what is required of them on the international travel. The organising teacher ensures that the briefing contains, at a minimum:

4.16.1. the organisational arrangements

4.16.2. cultural and political sensibilities, customs and local laws to be aware of including expected conduct, language, refraining from political commentary and modest clothing

4.16.3. information about managing their personal safety

4.16.4. information about managing the safety of their belongings (including their passport)

4.16.5. the roles of each staff member supervising the activity or international travel

4.16.6. the risks involved in the activity or international travel, and associated risk controls

4.16.7. what they can expect in the behaviour of others (students, staff, host families and the public) and how to report their concerns

4.16.8. the relevant safety arrangements and emergency procedures including meeting places and staff contact details

4.16.9. expected standards of behaviour which will align with the Student Behaviour Policy and Bullying Prevention Policy

4.16.10. the management strategies for breaches of behavioural expectations, which will follow the Pastoral Care Policy; Student Behaviour Policy and Bullying Prevention Policy

4.16.11. any specific skills or training they will need to undergo prior to the international travel.

4.17. The organising teacher ensures reasonable adjustments are made for students requiring adjustments including as outlined in the *Disability Discrimination Act 1991* (Cth) as well as for NCCD funded students, students who are identified as culturally and linguistically diverse, including Aboriginal and Torres Strait Islander students and specific cohorts as outlined in Ministerial Order No. 1359. Reference to Guidance Note: Camps and Excursions – Students with Disabilities and the Pastoral Care of Students relating to Gender Policy may assist planning for many students in these cohorts.

4.18. Where reasonable adjustments are made, the student and their parent/guardian/carer (as relevant), are involved in discussions regarding the adjustments.

4.19. In extreme cases, the international travel staff, following consultation with and approval from the school principal, may decide to return a student home from international travel. International travel staff ensure they:

4.19.1. advise the student's parent/guardian/carer of the circumstances associated with the decision to send the student home

4.19.2. discuss all potential arrangements to collect their child

4.19.3. or alternatively determine if an appropriate supervisor can escort the student home (with parent/guardian/carer consent), without detriment to the international travel experience of other students

4.19.4. consider the age and maturity of the student when making travelling arrangements.

5. Review and Record Keeping

5.1. The organising teacher ensures all records related to the international travel (including but not limited to informed consent responses, medical records, incident reports, risk assessment, contracts etc) are stored or as required by the *Public Records Act 1973* (Vic.) and the school's Child Safety and Wellbeing Record Keeping Policy.

5.2. The principal is responsible for ensuring that after each international travel experience a review is conducted to determine:

5.2.1. If the educational outcomes were met

5.2.2. if there are additional requirements for future risk mitigation

5.2.3. if there are additional organisational requirements or planning aspects that would improve the running of international travel.

5.3. The organising teacher ensures that the review includes the voices of staff involved in planning and/or running the international travel, any volunteers involved, students attending the international travel, parents/guardians/carers of student involved, and any relevant third-party providers.

5.4. The principal ensures a copy of the review is sent to the relevant MACS regional learning consultant to inform future international travel for students.

Definitions

Adventure activities

An adventure activity is an activity that involves greater than normal risk which may include:

- physical activities beyond the scope of the regular physical education curriculum
- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain
- confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in normal day-to-day life
- less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life
- exposure to the natural elements with less than the normal physical protection provided in day-to-day life
- theme parks, fun parks, and trampoline centres
- the use and operation of amusement rides, attractions, or fireworks via the engagement of a third-party operator at non-public (i.e., enrolled students only) events on non-school sites (e.g. hiring a jumping castle to be operated at a local park).

Approved

Authorised in writing, as evidenced by signature of a nominated delegate.

Bullying

Bullying is repeated unreasonable behaviour directed towards a person that creates a risk to health and safety. It occurs when an individual or group deliberately upsets or hurts another person, their

property, reputation or social acceptance on more than one occasion. Forms of bullying include physical, verbal, gesture, extortion, exclusion, visual, and sexual bullying and can be direct or indirect.

Camps

Camps are excursions involving at least one night's accommodation within Australia (including school sleepovers on school grounds).

Certificate of currency

A certificate of currency (also known as a certificate of insurance) is issued by an insurance company to confirm that insurance has been obtained for a business for a specific time. It summarises the most important provisions of the insurance policy (such as effective date of the policy, the type of insurance purchased and the amount of money which is applicable to liability). It confirms that the business (or individual) has obtained sufficient insurance to enter the premises or perform work/service.

Child abuse

Child abuse includes:

(a) any act committed against a Child involving:
  (i) a sexual offence
  (ii) an offence under section 49B(2) of the Crimes Act 1958 (grooming)

(b) the infliction, on a Child, of:
  (i) physical violence
  (ii) serious emotional or psychological harm

(c) serious neglect of a Child.

Child connected work

Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises defines child connected work:

- work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present or
- for the purposes of a school boarding premises, work authorised by the provider of school boarding services in a school boarding premises environment while children are present or reasonably expected to be present.

Child related work

Child related work is work that:

a) Involves an adult working with children under 18 years old (can be paid or unpaid work)
b) Usually involves direct contact with a child or children, including physical, face-to-face, written, oral or electronic contact
c) The contact with the child or children is a usual part of the person's duties and is not occasional direct contact which is incidental to their work.

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

Department of Education (DE)

Victorian government department that leads the delivery of education and development services to children, young people and adults.

Discrimination

Occurs when a person is treated unfavourably compared to another person/s. It can be either **direct** (i.e. a person is treated unfavourably because they have an attribute protected by law such as age, race or religion) or **indirect** (i.e. when a condition, requirement or practice has the effect of disadvantaging people with a particular attribute protected by law and that condition, practice or requirement is not reasonable).

Education and Training Reform Regulations 2017 (Vic.) (ETR)

Legislation that provides definition and sets minimum standards required for school registration and governance in Victoria.

Excursions

Activities organised by the school where the students:

- are taken out of the school grounds (e.g. day excursion or school approved event)
- undertake adventure activities, regardless of whether or not they occur outside the school grounds.

Hazard

A source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident

An incident is an actual or alleged event or situation that:

- causes harm or creates a risk of causing harm to a student's health, safety or wellbeing either directly or indirectly while under the care or supervision of the school, including international students
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment
- causes harm or creates a risk of causing harm to an employee's health, safety or wellbeing either directly or indirectly in the work setting
- affects or risks affecting the continuity of school operations, including matters of security (including cyber security), property damage and emergencies
- requires police notification or involves matters of serious conduct
- is a WorkSafe notifiable incident.

Critical incidents requiring planning include, but are not limited to:

- child abuse
- medical emergency
- mental stress
- data or privacy breach
- missing student/person.

International student program

Non-reciprocal program where international students are enrolled in a Victorian school to undertake full time study as international students at a Victorian school for a single term or a number of years. There are various visa categories applicable, with most students holding a subclass 500 Student – School Visa.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries.

MACS executive

A member of the executive leadership team of MACS.

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

Mandatory reporting

Mandatory reporting is the legal requirement under the *Children, Youth and Families Act 2005* (Vic.) to protect children from harm relating to physical and sexual abuse. The principal, registered teachers and early childhood teachers, school counsellors, religious clergy, medical practitioners and nurses at a school/service are mandatory reporters under this Act (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Organising teacher

Refers to a staff member assigned tasks to complete the pre-planning and organisation of any excursion, camp or travel. This person may or may not be the designated **Teacher in Charge.**

Principal

Individual appointed as principal by MACS in MACS schools.

Reportable conduct

Reportable conduct for the purposes of the Reportable Conduct Scheme is:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- sexual misconduct, committed against, with or in the presence of, a child
- physical violence committed against, with or in the presence of, a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child as defined in the *Child Wellbeing and Safety Act 2005* (Vic.).

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events (Ministerial Order No. 1359).

School staff

Means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

Short term study tour programs

Non-reciprocal program where students undertake a mix of structured classroom learning, interaction with local students and excursions. This usually involves a visitor visa and a fee structure.

Sister school partnership

Reciprocal visits negotiated between sister schools where visits include a school experience combined with a cultural tour. This usually involves a visitor visa and costs are recovered between sister schools on a cost recovery basis only.

Student

Student means a person who is enrolled at or attends a MACS school.

Study tour

A study tour is a short-term, teacher or adult accompanied group travel program, sometimes called a cultural visit, language immersion, school mission.

Student exchange

Programs where individual students or groups of students travel unaccompanied to or from a sister-school. Schools must operate student exchanges within the *VRQA's requirements for registration as an exchange organisation.*

Teacher in charge

Refers to a teacher who has been designated by the principal to provide supervision, leadership and oversight while attending any excursion, camp or travel. This person may or may not be the approved organising teacher.

Volunteer

A person who performs work without remuneration or reward for a MACS school in the school environment.

Related policies and documents

Supporting documents

Camps Checklist – Template for Schools
Camps Procedures for MACS Schools
Excursions Checklist – Template for Schools
Excursions Procedures for MACS Schools
International Travel Checklist – Template for Schools

Related MACS policies and documents

Administration of Medication Policy
Anaphylaxis Policy
Anaphylaxis Travel Plan
Bullying Prevention Policy
Code of Conduct (student)
Duty of Care Policy
Emergency and Critical Incident Management Planning Policy
Engaging Families in Child Safety policy
Engaging Worker through Labour Hire Providers Policy
Excursions, Camps and Travel Policy
First Aid Policy
Health, Safety and Wellbeing Policy
Modern Slavery Policy
Motor Vehicle and Work Related Driving Policy
Pastoral Care Policy
Pastoral Care of Students relating to Gender Policy
Privacy Policy
Procurement and Contract Management Policy
School Child Safety and Wellbeing Policy
School Child Safety and Wellbeing Recordkeeping Policy
School Child Safety Code of Conduct

School Medical Management Policy
School Risk Management Policy
Student Behaviour Policy
Supervision Policy for MACS Schools
Travel Policy
Working with Children Check Policy

Resources (external to MACS)

CECV Guidelines for the Engagement of Volunteers in Catholic Schools
Department of Education Excursions Policy and Resources

Legislation and standards

Children, Youth and Families Act 2005 (Vic.)
Child Wellbeing and Safety Act 2005 (Vic.)
Crimes Act 1958 (Vic.)
Disability Discrimination Act 1992 (Cth)
Education and Training Reform Act 2006 (Vic.)
Education and Training Reform Regulations 2017 (Vic.)
Equal Opportunity Act 2010 (Vic.)
Health Records Act 2001 (Vic.)
Ministerial Order 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises
Privacy Act 1988 (Cth)
Privacy and Data Protection Act 2014 (Vic.)
Public Records Act 1973 (Vic.)
Victorian Data Sharing Act 2017 (Vic.)
VRQA Minimum Standards and Requirements for School Registration
Worker Screening Act 2020 (Vic.)
Work Health and Safety Act 2011 (Cth)

Policy information table

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