

WAITAKERE COLLEGE

Section E (NAG 5) SAFE, PHYSICAL AND EMOTIONAL ENVIRONMENT

Policy: School Trips Overseas

Date of Review: August 2019

Reviewers: Principal, SLT in charge of EOTC, Staff Health & Safety Committee.

Goal

School trips to other countries offer valuable opportunities for students to:

- further develop curricular learning
- experience and appreciate different cultures
- participate in sporting, cultural endeavours with young people from other countries
- work with peers as part of a team with a common goal.

Objective

The purpose of this policy is to:

- 1 Provide guidelines to staff intending to lead school trips overseas.
- 2 Ensure the school acts responsibly towards students and their parents in the planning, financing and conduct of such trips.
- 3 Establish a set of guidelines for financial management of overseas trips.
- 4 Ensure that issues pertaining to student safety and well-being are addressed in the organisation and planning of a trip.

Guidelines

- 1 Any trip should have a distinct educational focus and purpose, e.g. curricular, sporting, cultural, study.

2 Planning

- a) All trips must gain approval from the Principal and Board of Trustees in writing before being promoted to students.
- b) Determination of trip dates will ensure that:
 - school and external exams are avoided
 - trip participants' time away from school is minimised
 - there is sufficient time for families and/or the group to raise monies
 - there is sufficient time for full and adequate planning of the trip.

3 Fundraising

- a) All trips must be self-funding, financed only by families, fundraising and/or sponsorship. To this end, it is important that 'buffers' be built into budgets to allow for unanticipated costs.
- b) Parents must be informed of the full financial commitment of the trip prior to them making a commitment to the trip.

- c) Students and their families need to be made aware that should they withdraw from the trip that
 - i) They will lose any deposit/cost that cannot be recovered by the school from travel companies.
 - ii) Group fundraising earnings will be shared equally by the remaining members of the group.
- d) Students and families should be given payment milestones, with the date of the payment, thereby allowing families to plan financially. This allows adequate time for an assessment of the viability of a trip before final monies have to be paid to the travel agent.
- e) Monies raised by families or the group will be held in a dedicated school account.
- f) Monies paid by students will be credited against their name.
- g) It is the students and families responsibility to meet the cost of updating passport requirements.
- h) All monies credited to a student's name, be they raised by families or the group, will be receipted.

4 **Group Fundraising**

- a) The proportion of costs raised by group fundraising must be realistic and should not form a large proportion of trip costs unless significant sponsorship is obtained.
- b) Group fundraising activities must comply with the schools' general fundraising practices and procedures and must all have the approval of the Business Manager.
- c) Monies raised by group fundraising activities will be credited against individual student accounts according to each student's participation in the activities.

5 **Staff**

Staffing of overseas trips must ensure that:

- a) Numbers allow for safe and adequate supervision should one staff member become ill or incapacitated.
- b) The ratio of teachers to students provides adequate levels of supervision for all intended travel activities.
- c) A member of the Senior Leadership Team (SLT) will accompany each trip unless the Principal determines that there are other staff of sufficient seniority and experience attending.
- d) The staff chosen should have the level of experience and the skills necessary to effectively manage those students attending and participating in the activities.
- e) All adults on the trip must agree to be appropriate role models for students.

6 Students

- a) It is the school's prerogative to select which students will attend any overseas trip.

Criteria will include prior:

- Attendance
- Behaviour
- Commitment and attitude
- Ability to meet the financial commitments of the trip
- Ability to meet immigration requirements

The school maintains the right to remove students from the trip at any time prior to the trip should they not meet any of the above criteria.

- b) Students are expected to comply with school expectations of behaviour while on a trip and must sign a contract to indicate this commitment.
- c) Prior to the trip, staff organisers will develop a strategy for dealing with misbehaviour, sickness, home sickness etc. Parents will be informed of this.
- d) Students should at all times be attired in appropriate ways so as to represent the college well.

7 Care and Protection of students

- a) It is the duty of all staff on the trip to take utmost care of the students under their responsibility.
- b) Staff on the trip must at all times behave in a professional manner, acting as suitable role models for students.
- c) Risk Management Analysis must be completed before the trip for specific activities of heightened risk.
- d) The trip leader will be equipped with detailed information about students in their care, including:
- Parent/guardian emergency contact
 - Students' medical information and medication
 - Passport details and photographs
- e) The trip leader will give full consideration to the security of students' passports and travel documents.
- f) The trip leader will oversee the amount of monies and the valuables carried by the students with a mind to security and student safety.

8 Attendance of other adults

In the case of other adults travelling with an overseas trip, such adults will:

- a) Sign a commitment to, at all times:
 - Fully support the whole group as a dedicated supervisor
 - Act as a suitable role model for students
 - Take instructions from the trip leader
 - Comply with the same level of expectations for supervision of students as asked of staff on the trip
 - Comply with the same level of expectations of behaviour as required of staff on the trip.
- b) Be willing to be police vetted.

9 Cancellation of trip

In the event of the trip having to be cancelled:

- a) Deposits/instalments contributed by students, less deductions of committed expenses may be refunded.
- b) Group fundraising amounts credited to students will become the ownership of the school for further trips.

Chairperson

Principal

Date