
Policy Title: OVERSEAS EXCURSIONS POLICY
Published: 2010
Identifier: OE201005
Legislation: *Education Act 2004 (ACT)*

Directorate staff should read this policy in conjunction with the *Overseas Excursions Manual*.

1 POLICY STATEMENT

- 1.1 This policy refers to overseas excursions run by ACT public schools.
- 1.2 Overseas excursions aim to provide enriching experiences for students in a variety of environments outside Australia. Overseas excursions are optional activities which require payment by parents if they want their child to access them.
- 1.3 Schools should plan excursions that are directly related to the curriculum and in the context of the total educational program of the school.
- 1.4 Schools need to ensure that students with a disability and/or from low socio economic backgrounds have reasonable access to overseas excursions and are not disadvantaged from participating for financial reasons.
- 1.5 Proposals for overseas excursions must be fully costed and include costs for all accompanying adults and relief staff.
- 1.6 Proposals for overseas excursions must be approved by the principal and the school board.
- 1.7 The school board is responsible for ensuring that mechanisms are in place to fund students who may require financial assistance to attend planned overseas excursions.
- 1.8 Overseas excursions will only be approved by the delegate if the procedures detailed in the *Overseas Excursions Manual* are complied with.
- 1.9 Overseas excursions into remote areas will **NOT** be approved. This includes areas that have no reliable telecommunication access or provision for emergency medical treatment and evacuation.

- 1.10 Overseas excursions to the United States of America or Canada represent a high level of risk to staff and the Directorate and will be considered on a case by case basis.
- 1.11 Due diligence must be given to all aspects and requirements of this policy. Schools planning overseas excursions must meet all requirements for documentation and timeframes detailed in the *Overseas Excursions Manual*.
- 1.12 This policy does not cover the following situations:
- ACT representative teams organised by the ACT Schools Sports Council
 - overseas student exchanges which are arranged through private organisations
 - student travel awards and scholarships.

2 RATIONALE

- 2.1 Overseas excursions are a high risk activity and are subject to mandatory procedures for approval and operation. Overseas excursions must be planned and conducted with care and consideration for the safety and well-being of all participants.

3 DEFINITIONS

- 3.1 An **overseas excursion** is an educational trip by students outside Australia, under the direction of teachers that is directly related to the curriculum of the school. An overseas excursion is not predominately recreational.
- 3.2 **Delegate for approval** refers to the Executive Director, School Improvement and School Network Leaders.
- 3.3 **Directorate** refers to the Education and Training Directorate.
- 3.4 **Principal** refers to the principal of an ACT public school.
- 3.5 **Schools** refer to ACT public schools.
- 3.6 **School boards** refer to the group of appointed members with responsibility for the governance of the school.
- 3.7 **Student(s)** is inclusive of those enrolled at a public school.

4 PROCEDURES

- 4.1 The *Overseas Excursions Manual* details specific roles and responsibilities and procedures for planning and conducting overseas excursions. All procedures and timeframes in the manual are mandatory and must be met for overseas excursions to be approved.

5. POLICY OWNER

Director, Planning and Performance

6. RELATED POLICIES

Accidents - Schools & Other Workplaces

Emergency Management Framework

Excursions

First Aid

Physical Education & Sport Policy and Implementation Guidelines

Outdoor Adventure Activities Policy & Mandatory Procedures

Sun Protection

Statement on Requesting Financial Contributions from Parents

Working with Children and Young People- Volunteering