Doncaster Gardens Primary School
Interstate/Overseas Travel Policy

Philosophical Basis:

Interstate and overseas travel must have an educative purpose. It may be valuable for both staff and students, providing opportunities for them to see, experience and learn about significant events and places, their own cultural heritage, and different cultures and education systems. Travel also contributes to the development of self-confidence, self-reliance and independence. Doncaster Gardens Primary School recognises the additional responsibility and level of care which must be undertaken when students are taken interstate or overseas by the school.

Guidelines:

- The educational worth of interstate and overseas travel must be carefully assessed, particularly in relation to the context of other events in the school, the total needs and resources of the school and the financial burden for staff and/or the families of students.
- Travel costs of students are the responsibility of the parents/guardians, however Doncaster Gardens Primary School Council has discretion to review this in individual cases.
- Staff employed by the DEECD, who are part of the supervising staff on an overseas student excursion, must gain approval from the appropriate Regional Director to travel overseas.
- For interstate excursions, staff employed by the DEECD who are part of the supervising staff on the excursion, must gain the approval of the Principal. The appropriate Regional Director approves the Principal as a member of the excursion.
- School Council approval must be gained for all overseas and interstate excursions, and excursions requiring sea or air travel.
- When considering overseas excursions for approval, School Council must take into account the circumstances that exist in the areas to be visited with regard to student and staff safety and welfare, including immunisations.
- Current consular travel advice for intending travellers must be sought from the Commonwealth Department of Foreign Affairs and Trade (see www.dfat.gov.au).
- Emergency planning must be sufficiently detailed to provide for a range of situations that might occur during the trip.
- All participating staff and students, as well as relevant school staff, should be familiar with the procedures contained within the emergency plan.
- Where groups of more than 10 students are travelling, at least one adult member of the touring party must have a current Level 2 First Aid qualification.
- All participating students and staff must take out travel and medical insurance for the entire trip.
- No obligation is to be placed on staff to participate in or organise an interstate or overseas excursion.
- No extra remuneration, other than reimbursement of genuine pre-approved expenses is to be paid to staff in respect of such excursions.
- All DEECD guidelines in regard to camps and excursions must be adhered to.

Implementation:

- Consent forms and appropriate medical forms must be signed and returned to the school.
- Each participating child and his/her parent will sign a code of behaviour form.
- For overseas travel, the staff member responsible for organising the excursion and the Principal must check each participant’s passport and visas (if required).
- Information evenings will be held to promote the interstate/overseas excursion.
- Refund of money on a proportional basis will be considered.
- Buses with seatbelts are to be used where possible.
- Funds may be sought from the community, eg the Lions’ Club, to provide monetary assistance to students in exceptional circumstances.

Evaluation:

- Appropriate written comments on each interstate/overseas excursion will be maintained in an appropriate file.
- This policy will be reviewed every three years as part of the policy review cycle.

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