

International Excursions for Students

In these Guidelines CEDP provides direction for undertaking international excursions and travel by students.

International excursions may offer significant and unique learning opportunities for students but it is not an expectation or a compulsory requirement of any course offered by a CEDP school to participate in such excursions. CEDP provides such opportunities and expects that parents will make their own enquiries and decisions about the relative educational value and risks involved before giving permission for their children to participate in international excursions.

1. Proposal stage

When proposing excursions outside Australia staff should establish that the excursion:

- has a clear and explicit educational justification
- has the endorsement of the school principal.

The proposal should clearly demonstrate that the activities planned are not available in Australia.

2. Consideration stage

Principals should take the following matters into account when considering a proposal:

- the proposal has in principle endorsement of the director of system performance
- outcome of a risk management plan. Many travel agents will conduct a risk assessment. Principals should review and evaluate the risk assessment.
- Team Leader, Finance is informed of planned overseas excursions and advises that adequate travel insurance cover is in place for all participants

- travel advice issued by the Department of Foreign Affairs and Trade (DFAT) is obtained prior to making the decision to travel
- parents are provided with all available information about the proposed dates of travel, destinations, DFAT advice and supervision arrangements
- if advice is received from DFAT, or travel agent that non-essential travel to the intended destination should be deferred or not undertaken by Australians the proposal should be rejected or deferred.

3. Approval stage

If the director of system performance is convinced on the relative merits of the available information, that the overseas excursion should proceed, they make a recommendation to the executive director of schools and include a detailed itinerary for the excursion.

4. Before travel

Upon receiving approval principals should:

- check whether there is a penalty for cancellation before the booking is made
- monitor DFAT advice on travel to the proposed destinations and convey any changes in DFAT advice to parents
- if there are any changes in travel or DFAT advice, discuss the changed circumstances and your intended decision with the director system performance
- cancel a previously approved excursion if DFAT advice or other important factors indicate that it would not be reasonable to undertake the excursion

Number
102000

Implementation date
22 July 2012

Service area
System Performance

Location
Public

Head policy
Student Policy (in progress)



Catholic Education
Diocese of Parramatta

- obtain [written consent](#) from parents of students before permission is given to those students to take part in the excursion
- prepare a [dossier of students' essential documents](#) including:
 - passport
 - medicare card
 - parents' letter of authority (where appropriate)
- prepare students' [essential information summary](#)
- leave a [detailed itinerary](#) including contact details of all participants in the excursion with the director of system performance
- familiarise supervising staff with contents of the [International travel with students](#) page on Oscar.

5. During travel

Principals and supervising staff should refer to documents and checklists included at [International travel with students](#) as needed.

6. Relevant documents

Student Policy
International Excursions Students – Procedures 2012
OHS Policy
Critical Incident Management
Student Attendance Exemption – Guidelines 2012

