



EXTRACURRICULAR EXCURSIONS / TRIPS POLICY (EXTENDED EXCURSION POLICY)

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

Rationale

We believe that it is important for the students of Trinity College to access and take advantage of cultural, educational and physical experiences that exist beyond the classroom and standard curriculum. Excursions and trips that move beyond the prescribed curriculum provide a worthwhile opportunity for students to gain additional experiences.

Scriptural Context

'Jesus left the Jordan River and was led by the spirit through the desert where he was tempted by the devil for forty days and forty nights.'
(Luke 4: 1-2)

Definitions

Extra Curricular Excursions / Trips (Extended Excursions) are opportunities offered to students that will entail an overnight stay of at least one night. These excursions are not subject-specific or curriculum-specific and may be offered across more than one year level. They include international, interstate and intrastate trips and will require a significant additional monetary contribution outside the normal College levies / fees. These excursions will be referred to as "*extended excursions*".

Policy Statement

Trinity College may provide an opportunity for its students to be involved with *extended excursions* that further enhance the students' cultural, educational and physical experiences.

Policy Guidelines	Guideline Indicators
<p>Approval</p> <ul style="list-style-type: none"> • Approval for these extended excursions must be granted by the College Board, with these trips being able to demonstrate clear educational, religious and / or cultural outcomes. • All extended excursions will be open and available to all eligible students, subject to conditions contained within this Policy and the Trinity College Fee Policy. • Application for an international extended excursion to occur in a given year will be submitted to the Principal by 30th June in the year prior to the planned excursion, for consideration by the Trinity Board at its July meeting. • The Principal may allow a range of extended excursions to occur over time and this range will be determined by: <ul style="list-style-type: none"> ○ Disruptions to normal classes and to individual student's programs ○ Costs to parents for a student at a particular year level 	<ul style="list-style-type: none"> • A formal request must be submitted to the College Board and it must articulate: <ul style="list-style-type: none"> ○ Clear educational, religious or cultural outcomes. ○ Timing and duration of the excursion. ○ Participating year levels. ○ Likely cost to students, College and others. • The request to the College Board should consider any impact on the College, in terms of curriculum and staffing • Excursions under this policy should, when possible, generally occur during school holidays

<ul style="list-style-type: none"> Excursions under this policy are not to be compulsory. 	<p>The Principal may allow an application for approval to be received by the Board after the 30th June deadline, but it must be in the year prior to the planned international extended excursion.</p> <ul style="list-style-type: none"> Excursion costs for ‘non–students’ participating on such excursions is to be determined by the Principal, taking into account all relevant factors. Participation on extended excursions by students and/or staff should be generally limited to one (1) trip per year. Extended excursions that involve international travel will have relevant travel insurance.
<p>Participation</p> <p>Students</p> <p>Students attending such an excursion:</p> <ul style="list-style-type: none"> should not be disadvantaged in any curriculum assessment. should be able to demonstrate a clear commitment to their studies generally. shall have a history of good behavior and maintain good behavior. shall have a history of good health and maintain good health. <p>Staff</p> <ul style="list-style-type: none"> Staff participating in such an excursion are “on duty” throughout the entire excursion. Excursions under this policy are subject to sufficient numbers, qualification of leaders if skill expertise is required and to the fulfilment of safety requirements. <p>Staff Expenses</p> <ul style="list-style-type: none"> If more staff would like to go on the trip than is required by the staff/student ratio and a place is available, staff will pay normal fare and require Principal approval. These staff are expected to be on duty for the entire excursion. If excursion discounts do not account for the minimum staff required, no extra cost will be borne by the students. The College will not reimburse any personal, direct or associated expenditure incurred by staff participating in the excursion. 	<ul style="list-style-type: none"> The staff student ratio will be consistent with those stated in CEOB Guidelines. Students who have been offered the opportunity to participate in such an excursion may have the offer withdrawn due to a lack of commitment to studies, poor behaviour or poor health or any other reason which may raise concern for the College. Such a decision will be ratified by the Principal. When the number of eligible students wishing to participate on an extended excursion exceeds the number of student places available on the excursion, the selection process to decide which students participate on the excursion will be one that adopts due procedural fairness, as determined by the Principal. Such excursions should not adversely impact on the school curriculum. Staff are to apply in writing to the school Principal for approval to participate on such excursions. All ‘non-staff’ (volunteers) persons would need to apply to the Principal to participate on such an excursion, after meeting all the relevant College requirements and must hold a current ‘Working With Children’ card.

<p>Safety Requirements</p> <ul style="list-style-type: none"> • A full risk assessment will be conducted for the extended excursion as part of the application process. • Despite approval for an extended excursion having been previously granted, approval can be withdrawn by the College Board or Principal at any time, dependent on local conditions. <p>Staff / Student Ratio for Extended Excursions Within and Outside Australia</p> <ul style="list-style-type: none"> • The number of teaching staff and adults/volunteers participating in an extended excursion will equal the required ratio per student as determined by the education authorities. 	<ul style="list-style-type: none"> • Full student health concerns are to be detailed and forms allowing emergency medical help to be administered are to be signed by parents/carers. • Parent/carer contact numbers are to be listed. • Full details of dates, locations, contact numbers and itinerary are to be available at College and to each parent/carer, before departure. • Carrying of a mobile telephone by staff is compulsory as a means of regular contact with the College in case of an emergency. • Current Education Department requirements for first aid must be met. • Adequate first aid kits are to be taken on the trip. • Local conditions such as political issues, weather issues, transport issues and other relevant factors must be evaluated in the risk assessment.
<p>Cost Considerations</p> <p>Payments</p> <ul style="list-style-type: none"> • Deposits are to be paid in advance. • The College can be used for approved fundraising activities for the extended excursion, but not for individual's participation costs. • This policy is to be read in conjunction with the Trinity College Fees Policy. <p>Refunds</p> <ul style="list-style-type: none"> • Refunds for all or part of any monies paid will occur if the College can recoup those monies from other agents or if monies have not been spent already in preparation for the excursion. • Early notice of withdrawal would increase chances of refund. • If students are disallowed from participating in the excursion for any reason during the year, the above refund policy will apply. <p>Fundraising</p> <ul style="list-style-type: none"> • Fundraising activities involving the College in relation to assisting individuals to participate in an extended excursion will not be supported. • Any funds raised for an extended excursion would be targeted towards a program, charity or organisation - preferably Catholic, in active support of an area visited or studied as part of the extended excursion. 	

Reflective Material

CEOB Guidelines: ceob.edu.au

CECV Policy: www.cecv.catholic.edu.au

DEET Policy: www.education.vic.gov.au

Ratified	10 th November 2020
College Governor	Fr Michael O'Toole
Board Chairperson	Simon Vaughan
Date of next review	November 2023