

OVERSEAS EDUCATIONAL EXPERIENCES POLICY

RATIONALE

Baradene College of the Sacred Heart provides an education with a Special Character reflecting its Catholic faith and five goals.

The Board of Trustees at Baradene College of the Sacred Heart (BOT) believes one of the primary purposes of overseas educational experiences is to extend education beyond the classroom. Trips are to be of educational value and are to enhance student understanding of the curriculum, other cultures and/or to extend co-curricular experiences.

PURPOSES

1. Overseas educational experiences are an opportunity for spiritual, personal growth, development of independence, initiative, leadership, self-discipline and community spirit in line with the goals of the Society of the Sacred Heart.
2. Such experiences enhance a young person's world view and provide cross cultural experiences which extend student understanding of other cultures and ways of life.

GUIDELINES

Baradene College of the Sacred Heart requires that:

1. Overseas educational experiences must firstly be endorsed by the Principal and then be approved by the BOT.
2. The BOT, in making a decision on overseas educational experiences, will take into consideration the balance of trips offered within a given year. The BOT will consider risk, safety, costs, timing and appropriateness of the overseas educational experience. As a general rule, 3 trips including a language trip per year.
3. Approval for overseas educational experiences will be dependent on the organisers being able to demonstrate that staff leaders have:
 - (a) sufficient seniority and experience
 - (b) relevant expertise
 - (c) the authority and student management skills to enforce discipline
 - (d) at least one staff member who holds a current First Aid Certificate.
4. Written applications must be submitted to the BOT one year in advance before trip commencement. As a general rule trips should be planned and students given notice at least a year in advance.
The proposal outline submitted to the BOT should include:
 - (a) rationale
 - (b) identified educational goals

Baradene College of the Sacred Heart

- (c) staffing
- (d) transport arrangements
- (e) proposed itinerary
- (f) approximate costs
- (g) a timeline of the organisational process to be taken
- (i) a minimum operating number
- (j) safety guidelines/risk management procedures
- (k) relevant funding for staff travel
- (l) procedures for acceptance
- (m) target age of student

5. Following acceptance by the BOT further procedures shall include:
 - (a) the application form
 - (b) medical form including vaccinations (staff and students)
 - (c) parent permission response and liability statement
 - (d) parent information meetings
 - (e) rules and consequences of disciplinary breaches
 - (f) obligatory travel insurance – including staff
 - (g) full itinerary
 - (h) a thorough preparation programme for students and parents.
 - (i) a list of names of students and parents (if applicable) participating on the trip.
6. Travel arrangements may be made with any reputable travel company/consultant, however consideration should be given to any Company that sponsors Baradene College events.
7. Travel insurance arrangements must be made prior to the first payment being made.
8. Any homestay arrangements must be checked in advance to ensure the suitability of the homestay arrangements and the safety of the students.
9. Trips must be self-funding.
10. Students will be included on trips if all BCL Attendance Dues, including BCL Parent Financial Contributions, are up-to-date.
11. Accurate accounts must be kept and made available for inspection.
12. Only current students and parents of Baradene College are eligible for inclusion on overseas student educational experiences.
13. Trip organisers must regularly liaise with the Principal.
14. The BOT reserves the right to cancel an overseas educational experience.
15. An overseas education experience will not continue if:
 - (a) Travel insurance cannot be arranged.

Baradene College of the Sacred Heart

- (b) There is an adverse Travel Advisory warning.
 - (c) The BOT deems the trip to be unsafe.
16. The BOT does not accept additional liability for any extra costs incurred.
17. Baradene College of the Sacred Heart reserves the right to refuse permission for individual students to attend overseas educational experiences.

Approved	May 2010
Revised	Aug 2012
Revised	Sep 2015
Original Review	Sep 2018
New Review	Oct 2019
Revised	Oct 2019
Approved	Nov 2019
New Review	Oct 2022