

OVERSEAS EDUCATIONAL EXPERIENCES' POLICY FOR BARADENE ORGANISED TRIPS

RATIONALE

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

The 'Baradene College of the Sacred Heart Board (Board) 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 to enhance student understanding of the curriculum, other cultures and/or to extend co-curricular experiences.

This policy does not include exchanges with other Sacred Heart Schools or other schools.

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 Board.
2. The Board retains full discretion in approving overseas educational experiences. It may will consider safety and risk and may additionally consider:
 - (a) geopolitical stability
 - (b) costs including affordability
 - (c) timing including alignment with the school holidays and exam schedules
 - (d) the extent to which the overseas educational experience aligns with the objectives of the policy
 - (e) the number of trips planned for the year. As a general principle, only a maximum of 3 trips including a language trip per year will be approved.
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

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- (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 Board one year in advance before trip commencement. As a general principle trips should be planned and students given notice at least a year in advance.
- The proposal outline submitted to the Board should include:
- (a) rationale
 - (b) identified educational goals
 - (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
 - (n) parental permission response forms and liability statements
5. Following acceptance by the Board further procedures shall include:
- (a) the application form
 - (b) medical form including vaccinations (staff and students)
 - (c) parental 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 an accredited travel agency (TAANZ – Travel Agents' Association of New Zealand)/IATA Accredited. Preference will be given to travel companies with a satisfactory record who have been used previously.
7. Travel insurance arrangements must be made prior to the first payment being made. A copy of travel insurance is to be attached to EOTC documentation for the Board Health and Safety Committee.
8. There are to be no homestays for overseas trips.
9. Trips must be self-funding.

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10. Students will be included on trips if all BCL Attendance Dues, including BCL Parent Financial Contributions, are up-to-date and there are no outstanding parent portal charges.
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 Board reserves the right to cancel an overseas educational experience.
15. An overseas education experience will not proceed if:
 - (a) Travel insurance cannot be arranged.
 - (b) There is an adverse Travel Advisory warning.
 - (c) The Board deems the trip to be unsafe.
16. The Board 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.

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