Rationale
International Trips provide students with the opportunity to experience the richness of life beyond the Australian context. Such opportunities can help challenge students in the spirit of Saint John Bosco to be resourceful, to become aware of others, to build relationships and to learn more about the world around them.

Scripture
"So I say to you, ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you. For everyone who asks receives, and he who seeks finds, and to him who knocks it will be opened.

Luke 11:9-10

Mission
Nagle College welcomes all students, celebrates diversity and promotes relationships built on mutual respect where parents and staff are treated as valuable partners in laying the foundation for lifelong learning.

College Policy
Nagle College actively supports the concept of students participating in International trips, believing that there are enormous educational and personal benefits to be gained by individuals and groups who participate in them.

Organisational Matters
An International Trip would normally be organised through a Learning Area or with two or more Learning Areas working together or a special interest group, with a staff member taking a key role in the organisation of the trip. At least eighteen months notice is to be given with application submitted by July two years prior to the planned trip.

Nagle College will usually only sanction three International Trips in any one year including a cultural/language trip on a biennial basis to Europe and Japan. Trips will usually take place during the school holiday periods. Joint planning of International Trips with other schools or organisations is supported.

The criteria for the inclusion of students in an International Trip must be approved by the relevant Curriculum Leader.

Students who participate on International Trips are ambassadors of both the College and the country and therefore the selection of students for these trips will take into consideration their demonstrated support for the ethos of the school, their behaviour and co-operation. House Co-ordinators will have a significant input into the approval of student participation. Full co-operation and appropriate behaviour will be expected of all participants.

All appropriate health, legal and administrative matters must be attended to and met. This includes a comprehensive risk assessment.

Usually quotes from at least two Travel Agencies should be sought to ensure the best possible price and conditions and an overall trip budget submitted.

In circumstances where a parent/guardian or other adult attends the trip in a supervisory capacity, this person must hold a current Working with Children Check and National Police Check.
Financial Matters

The responsibility of financing International Trips lies with the families and students who intend to participate in them. The College does not take financial responsibility for them.

International trips are expensive ventures. As per the College’s Fees Policy eligibility to participate on overseas trips is conditional on school fees being up to-date or parents complying with individual financial arrangements entered into with the College’s Business Manager.

The College may allow some fundraising to be undertaken but this should be limited to activities external to the usual school activities and with consideration to other fundraising activities occurring at the College. Permission for any fundraising will be required and can be granted only after the application process has been completed.

Duty of Care

The duty of care of a teacher is to protect students in his or her charge from risks of injury that the teacher should reasonably have foreseen, also applies during offsite activities.

During any offsite activity the teacher has responsibility for the safety of the students from the moment of departure to the moment of dismissal from the activity, which usually occurs when the students are returned to their parents/guardians.

INTERNATIONAL TRIPS

PROCEDURES

Staffing

- If students of both genders are participating then there are to be supervising adults of both genders.
- At least two supervising adults are to be involved with any group.
- A ratio of one supervising adult to 10 students should be the norm.
- Supervising adults will have the costs covered, which will be included in package for the students – usually travel, accommodation, some meals and some entry fees to activities. Other costs remain the responsibility of the adult.
- Generally the supervising adults will be staff members of Nagle College, however in some circumstances other adults (e.g. parents) may be a supervising adult, assisting a staff member.

Decision making

- The final arbiter in any decision will be the Principal in conjunction with the College Leadership Team.

- In the planning of an International Trip a submission for approval for that trip will be in two parts:
a) The initial request is to be submitted to the College Leadership Team by July two years prior to the planned trip. This should include the proposed:

- Outline of the trip
- Itinerary
- Dates
- Number and Year Level of students
- Number (and names if possible) of staff
- Budget, costs and sources of revenue (Grants, Charges, Fundraising).

b) The final decision about whether a planned trip proceeds will be made at an appropriate time closer to the dates of the trip by the College Leadership Team. Issues that will be included in this decision include:

- Financial viability of the trip – numbers and costs
- Safety and security of the country / area to be visited

- Approval for individual students to participate will be made by the Principal in conjunction with the College Leadership Team following consultation with other appropriate staff regarding:
  - demonstrated support for the ethos of the school,
  - behaviour and co-operation,
  - school fees and other financial matters

This document is to be read in conjunction with the CECV Guidelines for Interstate and Overseas Excursions - CECV Policy 1.24