



# ST STANISLAUS' COLLEGE

## BATHURST

# Overseas Tours Policy & Procedures

**Intended Audience:** College Community

**Distribution:** College Policies and Procedures Manual, College Website

Responsibility for Policy Implementation	Head of College
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## Document Control

Version	Approved/Endorsed By	Approved/Endorsed Date
1 – Draft Policy	Leadership Team	August 2023
2 – Final Policy	Deputy Head of College – Mission Operations	August 2023

## 1. Introduction

St Stanislaus' College Bathurst is a day and boarding school for boys in Years 7 to 12. The College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school in a welcoming, caring environment where all our students are supported and challenged to do their best.

As a Catholic School in the Vincentian tradition, education at the College is underpinned by the following College values.



### 1.1 Policy Statement

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

The College recognises the opportunities overseas tours presents for College students. Overseas tours can support quality curriculum delivery and provide important social and emotional development opportunities for students that is often not available in the classroom. This may include teamwork, resilience and confidence building through challenge, problem solving and through connecting with others.

In considering whether to proceed with an overseas tour, the Head of College will carefully weigh up the educational value of the proposed tour, with the total needs and resources of the College and the financial burden for families. Approvals will be limited to tours that will provide students with significant educational opportunities not available by other means.

Unless there is an educational reason for the tour to travel at a specific time during term time, all overseas tours should be planned in and around the school holiday periods.

In planning overseas tours, staff need to be conscious of the legal and moral responsibility for student welfare that they accept. Arrangements for care and supervision must reflect the greater degree of risk to students that can exist when visiting overseas destinations.

## **1.2 Policy Purpose**

The College provides overseas tour opportunities to students to allow them to learn, ask questions and experience a new culture. Students who participate in overseas tours are able to further develop their abilities, and identify and excel in their strengths.

An overseas tour should provide the College community with an opportunity to:

- Gain an appreciation of the context of the country visited;
- Develop an appreciation of a different culture and way of life through being open to new experiences;
- Learn new skills, concepts and experience new ways of thinking and doing;
- Stand in solidarity with the local area visited and share in faith based activities (eg: attend Masses);
- Build relationships that are life giving and meaningful;
- Live out our Catholic faith and share our experiences with our community to bring about positive change.

## **1.3 Policy Principles**

Overseas tours, whether they are associated with academic, pastoral, cultural or co-curricular pursuits, will be conducted according to the following principles:

1. All proposed overseas tours will be directly linked to the academic, cultural, faith formation, co-curricular and/or wellbeing programs of the College;
2. Travel and the opportunity to experience other cultures, societies, communities and peoples, can be an important aspect in the healthy growth and development of young people;
3. All overseas tours will have enunciated aims and rationale congruent with the Vincentian ethos of the College;
4. Thorough planning will be undertaken, which will ensure the safety and welfare of the students and staff who participate;
5. Costs will be kept to a minimum to enable all interested students access;
6. Families who are in receipt of College bursaries or fees assistance may have their eligibility reviewed before participation is confirmed. In addition, families who have outstanding fees without an agreed payment arrangement in place with the College may also have their eligibility reviewed before participation is confirmed;
7. Full observance and compliance of the requirements associated with the Department of Foreign Affairs and Trade will be followed;
8. All participants will act as ambassadors of the College and promote the mission and vision of an education in the Vincentian tradition;
9. Religious observances such as Mass on weekends are essential to the planning and management of overseas tours;
10. Staffing will be determined by self-nomination and will be confirmed based on the type of tour, experience leading tours of the proposed nature and staff mix required for supervision purposes.
11. Approval must be obtained from the Head of College and Leadership Team before planning an overseas tour.

## **1.4 Policy Scope**

This policy applies to all staff and students at the College.

## **1.5 Related Policies**

- *Child Protection Policy and Procedures;*
- *Critical Incident Policy and Procedures;*
- *Excursion Management Policy and Procedures;*
- *Risk Management Policy and Framework.*

## **2. Overseas Tours Procedures**

### **2.1 Preparation Time and Approval Procedure**

The concept for an overseas tour together with the proposed itinerary, proposed budget and the required minimum number of participants must be submitted to the College Planning Committee at least 12 months prior to the planned departure date. Once the College Planning Committee have considered the proposal, it will be referred to the Head of College and Leadership Team for consideration and approval. The proposal form at Appendix A should be used for this process.

If the proposal is approved by the Head of College, the teacher in charge of the tour can then proceed to advertise the tour within the school community and begin detailed costings, gathering the necessary student and family information, undertaking risk assessments and making general travel plans. If, however, when planning is underway, the actual cost of the tour is significantly higher than the proposed cost, or the number of participants varies markedly from the proposed number, the teacher in charge must seek approval from the Head of College and Leadership Team to continue with arrangements.

Details of the final itinerary, medical forms, emergency contact details, a full list of students and staff, and any other related documents must be lodged with the College Executive Assistant at least three months prior to departure.

### **2.2 Risk Assessment**

A thorough risk assessment is to be completed at least six months before the departure date, taking into account changed circumstances in the destination country. This process is extremely important which consists of well-defined steps which, when taken in sequence, support better decision making by contributing to a greater insight into risks and their impacts. The completed risk assessment document must be presented to the Leader – Governance and Risk for review prior to presentation to the Head of College and Leadership Team. Following the approval of the Head of College, the risk assessment will be provided to the Planning Committee for final review and record keeping. The teacher in charge of the tour must complete the Overseas Tours Risk Management Plan document (Appendix F).

The teacher in charge must consider emergency response planning and should check relevant forecasts or safety warnings, immediately prior to the tour. The Department of Foreign Affairs and Trade should be consulted for travel advice generally and, in particular, for details about countries where travel is not recommended. This check should be done prior to submitting the proposal to the College Planning Committee and be an ongoing process prior to the departure date. Notwithstanding the above, at any point the trip may be cancelled or varied in response to advice provided by the Department of Foreign Affairs and Trade.

### **2.3 Informed Consent**

The College will obtain written consent from parents/carers for their son to participate in an overseas tour (Appendix B). The College will:

- Provide parents/carers with sufficient information about the tour to enable them to make an informed decision;
- Inform parents/carers of:
  - The nature of the proposed tour and any activities which may be undertaken whilst on tour.
  - The educational purpose and benefit of the tour;
  - The locations to be visited including a proposed itinerary;
  - The names of the proposed staff to supervise the tour;
  - Any other information deemed relevant by the College.

In addition to parent consent, all students and their parents must complete the Tour Protocols form (Appendix C).

## **2.4 Supervision**

The decision about the number of staff to accompany the overseas tour will be determined by the Head of College, however it is expected that the teacher in charge, who will be a senior member of staff, will make a recommendation including the proposed staff to accompany the tour. There must be sufficient numbers of staff to ensure adequate supervision. A staff member should also be on standby in the event that a staff member is unable to travel at the last minute.

## **2.5 Travel Agent**

The College utilises the services of an educational specialist travel agent to assist with planning and management of overseas tours. The travel agent assists the College with all travel arrangements including booking of transport and activities and sets the costs associated with the tour with families making payment for tours directly to the College, and the College passing on the monies received to the travel agent. The travel agent also arranges appropriate travel insurance for staff and students.

Tour deposit payments are required nine months prior to the date of departure to confirm participation on tour and to confirm travel arrangements with the travel agent.

## **2.6 Passports and Visas**

The teacher in charge will work with the College Executive Assistant to ensure that all passports and visas have been checked at least six months prior to the departure date. Passports for all staff and students travelling must be current and the expiry date must not be within six months of the date that the tour will arrive back in Australia. Any necessary visas must be valid for the dates of the tour.

Careful consideration must be given to ensuring the security of passports whilst the group is overseas. This may involve staff members collecting and holding student passports. The decision about who will hold passports will depend on the size of the group, the countries to be visited and the age of the students travelling.

Each staff member is to have in their luggage a full set of copies of the passports of each member of the tour group. This may be in the form of photocopies or scans to a College email account or on a USB drive. A full set must also be held at the College with the tour documentation.

## **2.7 Student Expenditure on Tour**

It is recommended that personal spending money is taken in the form of a prepaid travel card issued by financial institutions or available through Australia Post. It is expected that the travel card is used to cover expected expenditure that is unable to be covered prior to departure or incidental personal expenditure. The student is fully responsible for their own card and for following instructions on its use provided by the financial institution. Students may access automatic teller machines whilst on excursion and therefore are responsible for complying with security measures required by the relevant financial institution.

Staff travelling on tour will have access to a College issued credit card in the event of an emergency.

## **2.8 Medical Information/Forms**

Updated student medical records must be obtained for each student and taken with staff on the tour. Prior to departure, the staff accompanying the tour must familiarise themselves with the medical requirements of all students participating so that they are aware of any potential medical emergencies that may arise such as asthma attacks or serious allergies. An appropriate plan of action in such an event must be discussed with the staff accompanying the tour and documented in the Overseas Tour Risk Management Plan document.

Students will be responsible for their own medication and administering of whilst on tour.

All staff members accompanying the tour must have a current qualification in First Aid or CPR. At least one staff member must hold a current Senior First Aid certificate.

## **2.9 Emergencies**

The teacher in charge will work with the College Executive Assistant to ensure that an appropriate plan of action and agreed notification procedure is in place in the event of an emergency. Staff will be provided with details of local medical facilities prior to departure.

Every staff member travelling should ensure that they have a mobile phone that will operate in the countries to be visited – either an Australian SIM card with global roaming or a SIM card purchased in the countries visited. Students and staff will have contact via a Whats App messaging group whilst on tour in addition to students being provided with the contact numbers of staff accompanying the tour. Parents/carers will be provided with the appropriate contact details of staff whilst on tour.

In the event of a critical incident, the *College Critical Incident Policy and Procedures* will apply.

The College will ensure that a member of the administrative staff, usually the College Executive Assistant, is identified as an emergency contact for the staff on tour and parents/carers so that contact can be made locally by families.

## **2.10 Appropriate Behaviour**

Students should be instructed on appropriate behaviour, as they are ambassadors of the country and the College whilst they are on tour. Students participating in overseas tours to countries which are culturally different from our own should be briefed on cultural sensitivities (eg: dress) and appropriate communication in cross cultural contexts.

Any grossly inappropriate student behaviour must be reported to the Head of College. Arrangements need to be in place to facilitate the return to their parents of any student who exhibits behaviour that seriously endangers themselves or others. Written confirmation from parents must be obtained prior to departure of the tour to acknowledge agreement to the arrangements proposed.

In addition, students will not be served alcohol under any circumstances even if some students are 18 years of age. This is regardless of licensing laws in the country or countries being visited. The students welfare is to be considered at all times. Alcohol should not be consumed by staff whilst on tour and in control of students.

In addition, consumption or possession of other illegal substances will result in appropriate disciplinary actions in line with the College *Alcohol, Tobacco and Illicit Drugs Policy and Procedures*.

### **2.11 Tour Records and Report**

College staff must ensure that all records of the overseas tour are retained in accordance with record keeping guidelines. This includes a copy of any advice given to parents/carers, costs, permission notes and travel details. In the event of an injury to a student or property damage, records relating to the tour must be retained in accordance with record keeping guidelines.

Upon completion of the tour, a summary report must be submitted to the Head of College together with any photographs or other records which may be required for College publications or archives.

## **3. Child Protection Requirements**

The College *Child Protection Policy and Procedures* applies at all times whilst on tour.

Students should be briefed about their right to be safe and protected, and about positive strategies and avenues for support should concerns arise. Accompanying staff should take the time to work with students to consider unexpected situations and risks that might occur during the tour and to discuss strategies for eliminating or controlling risks.



## Appendix A – Overseas Tour Proposal Form



# ST STANISLAUS' COLLEGE

Proposal for an Overseas Tour			
<b>Teacher in Charge:</b>	Click or tap here to enter text.		
<b>Destination:</b>	Click or tap here to enter text.		
<b>Departure Date:</b>	Click or tap here to enter text.	<b>Return Date:</b>	Click or tap here to enter text.
<b># of days:</b>	Click or tap here to enter text.	<b># of nights:</b>	Click or tap here to enter text.
<b>Description of tour including any planned activities:</b> (attach draft itinerary including proposed staffing and travel arrangements)			
Click or tap here to enter text.			
<b>Purpose of tour:</b> (including educational purpose/value)			
Click or tap here to enter text.			
<b>Details of Participants</b>			
<b>Proposed number of students:</b>		Click or tap here to enter text.	
<b>Proposed staff:</b>		Click or tap here to enter text.	
<b>Group/Class:</b>		Click or tap here to enter text.	

## Appendix B – Overseas Tours Parent Consent



# ST STANISLAUS' COLLEGE

I ..... parent/carer of .....  
hereby:

1. Give permission for ..... to participate in the proposed overseas tour to ..... from (departure date) ..... to (return date) .....
2. Consent to my son travelling on or in any form of public or private transport where such transport is deemed by the College to be necessary or desirable.
3. Consent to my son participating in all activities, outings and functions arranged.
4. Consent to the College by its servants or agents seeking such medical or dental advice on behalf of my son as seen fit in the event of accident or illness and if in the opinion of an attending medical or dental practitioner or medical officer my son requires medical or dental attention or treatment including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment, provided that reasonable efforts are made to inform me of any serious injury or illness.
5. Certify that the consent which I have given in point 4 is valid at all times while my son is in the care of the College attending or participating in an overseas tour.
6. Certify that I understand that the College will take reasonable care in the event of my son suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my son in such event nor will it be responsible directly for any act or omission of any medical or dental practitioner or medical officer attending or treating my son.
7. Certify that if my son should exhibit behaviour that seriously endangers himself or others, I will bear the cost of the return trip home.
8. Agree to and provide permission for the photographic, video, audio or any other form of electronic recording of my son taken during the overseas tour for and on behalf of the College.

Parent Name: .....

Parent Signature: .....

Date: .....

## Appendix C – Tour Protocols



### ST STANISLAUS' COLLEGE Tour Protocols

I \_\_\_\_\_, am a student of St Stanislaus' College, and understand that during this tour I am an ambassador for my school, family and myself, and as such, I am aware of the social expectations of me while on tour.

#### Electronics Protocols

- ☐ • I am aware that I must use appropriate means of communication to interact with my peers and teachers and will not use inappropriate language or gestures, both online, via social media or face to face.
- ☐ • I am aware that I am not to take inappropriate photographs or video of other students, nor post this content without the student's consent.
- ☐ • I understand that I am not to use social media between 11pm and 7am each night.
- ☐ • I am aware that official correspondence regarding the tour, only goes through the tour leaders and will be posted by tour leaders on the schools official Instagram and Facebook sites.

#### Social Protocols

- ☐ • I understand that mature behaviour and cooperation with peers and teachers while on tour is essential in order to create a positive and effective experience for all.
- ☐ • I understand that I am responsible for my behaviour while on tour, and it is my choice how I choose to participate, how I communicate with those around me, and how I communicate with the tour leaders.
- ☐ • I am aware that once the tour leaders have secured all students in their rooms at night, I am not to leave the room, nor the accommodation. I am aware that I will be provided with free time to purchase souvenirs and gifts during the tour, however, I must always be within 5 metres of another member of our tour group, never on my own.
- ☐ • I understand that any issues that arise on tour must be addressed with my tour leader first.
- ☐ • I understand for the wellbeing of all if I feel my peers are carrying out any unsafe behaviours I must inform the tour leaders immediately.
- ☐ • I understand that, no matter what my age, I am not to consume alcohol, purchase or use vapes or illegal substances at any time while on tour. I understand any breach of these guidelines will result in being flown home on the earliest available flight, at my parent's expense.
- ☐ • I understand that I cannot leave the tour to attend or participate in other activities with family or friends who may also be in the area at the time.

Name:	Parent/Guardian Name:
Signature:	Signature:
Date:	Date:

## Appendix D – Emergency Contact Information Sheet



# ST STANISLAUS' COLLEGE

Provide a copy of the completed form and attachments to the College Executive Assistant and each staff member accompanying the overseas tour. Attach a copy of the final itinerary.

Contact details in case of accident or illness or other emergency:				
Tour Group Details	School Name:			
	Teacher In Charge:		2 <sup>nd</sup> In Charge:	
	Mobile:		Mobile:	
	Email:		Email:	
	Travel Destination(s):			
	Departure date:		Return date:	

School Details	Head of College:		Executive Assistant:	
	Mobile:		Mobile:	
	Email:		Email:	
	School Ph:			

Travel Company	Travel Company Name:		Phone:	
	Address:		Email:	
	Primary Contact:			
	Mobile:		Email:	
	Secondary Contact:			
	Mobile:		Email:	

Participant Lists	
<input type="checkbox"/>	Attach staff list showing name, position, CPR/First Aid qualifications, emergency contact details.
<input type="checkbox"/>	Attach student list showing name, year group, medical information, emergency contact details.

<b>Accommodation Details</b>	Venue # 1 name and address:		Phone:	
			Fax:	
			Email:	
	Venue # 2 name and address:		Phone:	
			Fax:	
			Email:	
	Venue # 3 name and address:		Phone:	
			Fax:	
			Email:	
	Venue # 4 name and address:		Phone:	
			Fax:	
			Email:	
	Venue # 5 name and address:		Phone:	
			Fax:	
			Email:	

<b>Flight Details</b>	<b>Departure Date</b>	<b>Departure Country/City</b>	<b>Departure Airline &amp; Flight No.</b>	<b>Destination Country/City</b>	<b>Arrival Date</b>

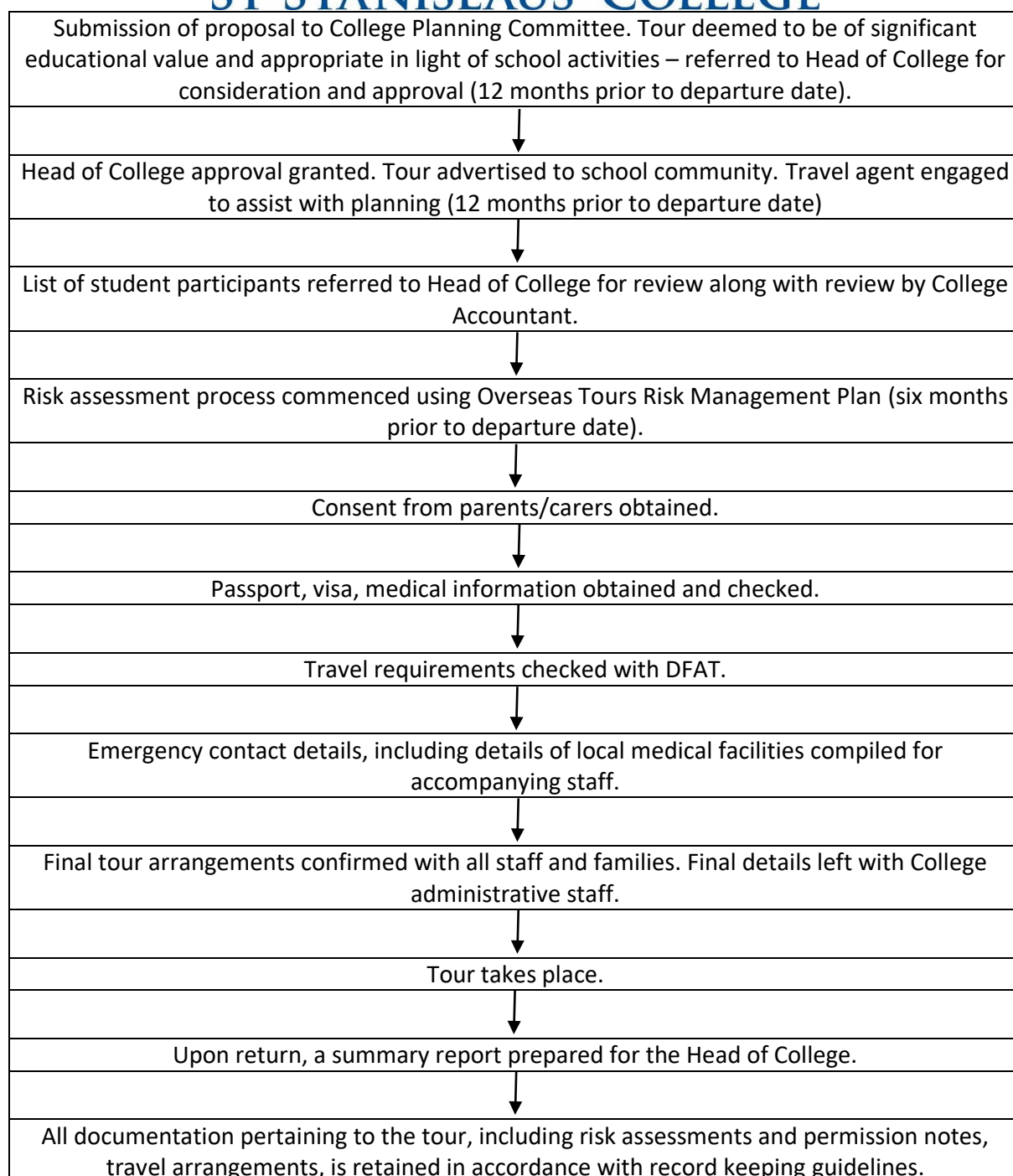
<b>Insurance</b>	Name of Student Insurer:		Phone:	
			Email:	
	Name of Staff Insurer:		Phone:	
			Email:	

<b>Other</b>	<b>Other emergency contact details:</b>			
	<b>Name</b>	<b>Mobile</b>	<b>Email</b>	<b>Role</b>

## Appendix E - Overseas Tour Organisation and Planning Flowchart



### ST STANISLAUS' COLLEGE





ST STANISLAUS' COLLEGE

# Overseas Tour Risk Management Plan (RMP)

<b>Management Plan Prepared By:</b> Click or tap here to enter text.		<b>Date prepared:</b> Click or tap to enter a date.
<b>Overseas Tour:</b> Click or tap here to enter text.	<b>Date(s) of Tour:</b> Click or tap to enter a date.	<b>Location(s) of Tour:</b> Click or tap here to enter text.
<b>Group/Class:</b> Click or tap here to enter text.		
<b>Number of students:</b> Click or tap here to enter text.	<b>Staff to student ratio for tour:</b> Click or tap here to enter text.	
<b>Aims of Tour:</b> Click or tap here to enter text.		
<b>Person In Charge of Tour:</b> Click or tap here to enter text.	<b>Contact Number:</b> Click or tap here to enter text.	
<b>Accompanying staff/volunteers (including teacher in charge):</b> Click or tap here to enter text.		
<b>Venue and safety information reviewed and attached (if applicable):</b> Click or tap here to enter text.		

## Risk Rating (Residual Risk)

Likelihood	
<b>Almost certain</b>	Not unusual to happen. Risk has more than an 80% chance of occurring
<b>Likely</b>	Known to occur or has happened in the past. Risk has 60-80% chance of occurring
<b>Possible</b>	May occur. Risk has a 30-60% chance of occurring
<b>Unlikely</b>	Not likely to occur. Risk has 5-30% chance of occurring
<b>Rare</b>	May occur in exceptional circumstances (would be considered highly unusual). Risk has less than 5% chance of occurring
Consequence (Life/Health)	
<b>Extreme</b>	Death or permanent serious disability. Unlikely to be able to return to work/school.
<b>Major</b>	Life-threatening injury requires lengthy hospitalisation/rehabilitation. More than a month off work/school.

		Consequence				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	High

<b>Moderate</b>	Significant injury requiring hospitalisation. A week to 1 month off work/school.
<b>Minor</b>	Injury requires a doctor. Less than 1 week off work/school
<b>Insignificant</b>	Slight injury requires First Aid only. No lost time.

## Risks and Control Strategies

			Residual Risks	Almost certain Likely Possible Unlikely Rare	Extreme Major Moderate Minor Insignificant	Extreme High Medium Low
Communication						
	RISK	CONTROL	RESPONSIBILITY	LIKELIHOOD	CONSEQ	RATING
Inability or failure to communicate effectively during the tour.	<ul style="list-style-type: none"><li>• Parents unable to contact Tour Leader in an emergency.</li><li>• Tour Leader is unable to contact parents or Head of College in an emergency (vice-versa)</li><li>• Tour staff unable to contact each other or students on tour (vice-versa).</li><li>• General lack of communication between tour group and school.</li><li>• Language barriers.</li><li>• Travel agent not contactable.</li><li>• Failure to communicate time differences.</li><li>• Lack of crisis management / communication plan.</li></ul>	<ul style="list-style-type: none"><li>• Head of College appoints skilful, appropriate and experienced Tour Leader.</li><li>• Staff members have mobile with local SIM or international roaming capabilities.</li><li>• Mobile contact details provided to all tour members prior to departure.</li><li>• Tour Leader carries Head of College and Deputy Heads of College contact details.</li><li>• Crisis management / communication plan developed with school office staff aware of processes.</li><li>• Travel Agent engaged for the tour.</li><li>• All parties familiar with time differences.</li><li>• Tour Leader has 240 volt adapter for mobile charger.</li><li>• Tour Leader provides parents with contact details, including email address.</li><li>• Communications sent to Communications Officer for sharing via social media accounts.</li><li>• Tour Leader carries student information pack which includes student medical information, passport details and family contact details.</li></ul>	Staff Initials	SELECT	SELECT	SELECT



		<ul style="list-style-type: none"> <li>Emergency access to local language/English speaker is pre-arranged.</li> <li>Tour staff have records of all students who are carrying mobiles on tour.</li> </ul>				
Inappropriate / damaging communication between parties.	<ul style="list-style-type: none"> <li>Parents are too frequently contacting tour staff.</li> <li>Students send inappropriate / damaging messages to home / school.</li> <li>Unauthorised use of SMS in an emergency situation.</li> <li>Social media used by tour group for purposes other than educational.</li> </ul>	<ul style="list-style-type: none"> <li>Head of College appoints skilful, appropriate and experienced Tour Leader.</li> <li>All tour members and parents provided with guidelines/expectations around communication and importance of adhering to such guidelines/expectations.</li> <li>Personal use of social media strongly discouraged on tour (except for direct communication with family re tour activities).</li> <li>All mobile phones declared to teacher in charge at start of tour.</li> <li>No mobile phones to be used during an emergency unless authorised by the teacher in charge.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT
<b>Personnel Management / Welfare</b>						
	<b>RISK</b>	<b>CONTROL</b>	<b>RESPONSIBILITY</b>	<b>LIKELIHOOD</b>	<b>CONSEQ</b>	<b>RATING</b>
Child Protection	<ul style="list-style-type: none"> <li>Lack of adequate supervision.</li> <li>Students ignore warnings.</li> <li>Staff and students unaware of dangers – not briefed adequately.</li> <li>Students exposed to avoidable situations (eg: locations).</li> <li>Students exposed to age inappropriate situations.</li> <li>Staff behave inappropriately.</li> <li>Unfamiliarity with cultural customs of the countries being visited.</li> <li>Students witness/exposed to such events in public or open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Head of College appoints skilful, appropriate Tour Leader.</li> <li>Head of College communicates verbally the expectations of staff and students.</li> <li>Every student is able to contact teacher in charge when on tour through messaging system (eg: WhatsApp).</li> <li>Parents have provided consent to student participation including participation in all activities.</li> <li>Students only stay in accommodation where they are under supervision of highly skilled staff who have all been screened in accordance with child protection legislation. Students are supervised at night in secure accommodation by tour staff only.</li> <li>At least one staff member on tour has a specific pastoral role at the school.</li> <li>Students are aged 15 years or over reducing risk of psychological or physical harm to students.</li> <li>Tour group informed of strategies to avoid dangerous situations.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

	<ul style="list-style-type: none"> <li>• Failure to conduct CP checks on accompanying staff.</li> <li>• Travel agent to ensure bus drivers have undergone CP checks.</li> <li>• Inexperienced staff run the tour.</li> <li>• Inadequate teacher/student ratio.</li> <li>• Medical or another emergency.</li> <li>• Accommodation very limited (eg: shared bathrooms).</li> <li>• Staff-student mix is inadequate.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher in charge briefs students each day about the appropriate behaviour and expectations and the appropriate response/reactions in the event of witnessing such events.</li> <li>• All staff on tour have been screened in accordance with relevant child protection legislation.</li> <li>• Avoidance of 1:1 student and staff association (where possible).</li> <li>• Teacher in charge enforces strict guidelines regarding alcohol and illegal substances consumption.</li> <li>• Due diligence undertaken in the appointment of Travel Agent.</li> <li>• Staff to student ratio is adequate for the tour with one staff member able to leave or remain with a student in case of emergency.</li> <li>• Arrangements made for dedicated staff rooms/bathrooms.</li> <li>• All accommodation rooms have a bathroom and there is always at least two members of staff on duty at night in case of emergency.</li> </ul>				
Pastoral Care	<ul style="list-style-type: none"> <li>• Needs to students with additional needs not adequately met.</li> <li>• Costs associated with additional support are unaffordable.</li> <li>• Staff not briefed on the needs of the student(s).</li> <li>• Individuals require more attention that can be reasonably provided (eg: homesickness).</li> <li>• Failure to identify potential problematic students ahead of tour.</li> <li>• Staff lack expertise / experience / attitude to identify problems / nip them in the bud.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that parents of any student with additional needs participating in the tour fully understands and appreciates the implications of touring.</li> <li>• Parents familiarised with tour itinerary before committing to tour.</li> <li>• College Counsellor on hand to assist if required by phone.</li> <li>• Parents of potentially problematic students are counselled regarding expectations.</li> <li>• Staff selected to participate on tour are appropriate to the group of students, which includes the College Counsellor (if appropriate).</li> <li>• Students are aged 15 years or over reducing risk of psychological or physical harm to students.</li> <li>• Staff to student ratio deemed appropriate for tour.</li> <li>• Staff member on standby to join tour at short notice.</li> <li>• Students with known dietary / nutritional issues closely monitored.</li> <li>• Pre-tour briefing for students and parents on dietary customs (eg: what to expect).</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

	<ul style="list-style-type: none"> <li>• Student(s) receive bad / upsetting news whilst on tour.</li> <li>• Parents fail to disclose issues prior to tour.</li> <li>• Students witness / experiences upsetting incident on tour.</li> <li>• Inadequate staffing for pastoral care / discipline issues (eg: staff member / student(s) need to return home / sent home.</li> <li>• Individuals refuse to eat food – not prepared for local cuisine, standard of food poor, student with eating disorder (undisclosed / unknown).</li> <li>• Cultural differences leading to inappropriate behaviour or psychological harm.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and students eat meals together each day whilst on tour.</li> <li>• Continuous communication and dialogue between staff to discuss any concerns.</li> <li>• Students, parents and staff briefed on cultural differences in destination countries, acceptable and unacceptable behaviours outlined.</li> <li>• Teacher in charge reminds students of appropriate behaviour and possible cultural differences.</li> <li>• Students and staff advised on appropriate behaviour and dress codes.</li> <li>• All activities are age-appropriate.</li> </ul>				
Behaviour Management	<ul style="list-style-type: none"> <li>• Staff member(s) behave in a manner that is upsetting / disturbing to students.</li> <li>• Staff member(s) become intoxicated in front of students.</li> <li>• Staff member engages in inappropriate liaisons with another member of staff or member of the public.</li> <li>• Friction / argument or fight between staff members.</li> <li>• Student / staff absconds / breaks curfew.</li> <li>• Staff consume alcohol with students.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of College appoints skilful, appropriate and experienced Tour Leader.</li> <li>• Head of College involved in selection of tour staff.</li> <li>• Student Code of Behaviour signed by parent and student prior to departure.</li> <li>• Teacher in charge ensures that all conduct codes and guidelines are adhered to.</li> <li>• Alcohol consumption is forbidden for students at all times, even if over the age of 18. Parents and students have signed a behaviour contract outlining this expectation.</li> <li>• All participants familiarised with attitudes of destination countries to 'minor' and more serious criminal offences and with law / regulations peculiar to specific destinations.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

	<ul style="list-style-type: none"> <li>Students consume alcohol or illegal substances.</li> <li>Student / staff makes inappropriate contact with locals.</li> <li>Students / staff engage in illegal behaviour.</li> </ul>					
<b>Informed consent</b>						
	<b>RISK</b>	<b>CONTROL</b>	<b>RESPONSIBILITY</b>	<b>LIKELIHOOD</b>	<b>CONSEQ</b>	<b>RATING</b>
Parents	<ul style="list-style-type: none"> <li>Parents are unaware of risks associated with activities and the operation of the tour and have not therefore been able to provide informed consent for their son to attend.</li> </ul>	<ul style="list-style-type: none"> <li>Each student's parent/carer has provided, or will provide, written consent (including a signed risk waiver, as appropriate) for their son to attend the tour and participate in the planned activities.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT
Students	<ul style="list-style-type: none"> <li>Student personal capacities or medical and other circumstances are not made known to supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>All parents/carers have been, or will be before departure, provided with a detailed overview of the tour and have been requested to provide information with respect to their son's capacity issues or medical conditions.</li> <li>Staff have been, or will be, informed of all student capacity issues or medical conditions.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT
<b>Medical, student medical conditions, disabilities and capacity management</b>						
	<b>RISK</b>	<b>CONTROL</b>	<b>RESPONSIBILITY</b>	<b>LIKELIHOOD</b>	<b>CONSEQ</b>	<b>RATING</b>
Disabilities and Capacity	<ul style="list-style-type: none"> <li>Students with specific capacity or disability requirements will not be appropriately accommodated and managed during the tour.</li> </ul>	<ul style="list-style-type: none"> <li>Students' records have been, or will be, reviewed for any disabilities or capacity limitations that may affect participation.</li> <li>All venues, accommodation providers and transport providers have been, or will be, assessed to determine if they are safe and/or accessible for people with disabilities and/or capacity limitations.</li> <li>Individual Management Plans have been, or will be, documented for each student with a relevant disability or capacity limitation.</li> <li>Supervisors have been, or will be, briefed on relevant student disabilities and/or capacity limitations and how to access Individual Management Plans.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

Medical Conditions	<ul style="list-style-type: none"> <li>Students with specific medical requirements will not be appropriately managed during the tour.</li> </ul>	<ul style="list-style-type: none"> <li>The medical records of all students attending the tour have been, or will be, reviewed to identify students with relevant medical conditions.</li> <li>Staff have been, or will be, briefed on the medical conditions of each student in their care and how to provide treatment as applicable.</li> <li>Where required, dietary needs of students have been, or will be, identified and provisions have been made for them to receive food and drink appropriate to their condition.</li> <li>Where required, arrangements have been, or will be, made for the exclusion of identified allergy-related food and drink substances, and for notification of this to students, staff, caterers and other relevant stakeholders.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT
Medication management	<ul style="list-style-type: none"> <li>Medications required by students during the tour are not managed in a safe and appropriate way.</li> </ul>	<ul style="list-style-type: none"> <li>Students and staff have been notified of arrangements for student handing medications to staff, dispensing and managing medications during the tour.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT
First Aid provision	<ul style="list-style-type: none"> <li>Injured students or staff do not have access to appropriate first aid.</li> </ul>	<ul style="list-style-type: none"> <li>College First Aid kits will be taken by supervising staff on the tour.</li> <li>A member of the College Health Centre will accompany students on the tour if deemed appropriate (ie: year group camps only).</li> </ul>	Staff Initials	SELECT	SELECT	SELECT
Medical attention	<ul style="list-style-type: none"> <li>Tour member forgets / loses prescription drugs.</li> <li>Tour member suffers allergies from local conditions.</li> <li>Tour member suffers injury.</li> <li>Pre-existing disease presents itself on tour.</li> <li>Tour member not fit enough to participate in activity.</li> <li>Staff fail to read and / or disseminate medical information.</li> </ul>	<ul style="list-style-type: none"> <li>Health Centre ensures all student medical details are up to date prior to departure.</li> <li>Student medical information carried on tour by Tour Leader.</li> <li>Staff aware of local medical systems and hospital processes.</li> <li>All activities with required levels of fitness clearly explained in writing to students and parents prior to committing to tour.</li> <li>Check with DFAT for travel advice in planning stage and prior to departure.</li> <li>Tour group provides evidence of vaccination status and or necessary prescribed drugs as a condition of participation.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

	<ul style="list-style-type: none"> <li>• Parents fail to disclose relevant medical information prior to the tour.</li> <li>• Tour member suffers medical episode.</li> <li>• Tour group suffers food poisoning.</li> <li>• Tour bus accident.</li> <li>• Terrorist attack.</li> <li>• Tour group exposed to endemic parasitic and other diseases.</li> <li>• Tour members do not disclose medical information.</li> <li>• Inaccessibility to appropriate medical care.</li> <li>• Tour member harmed as a result of exposure to local climatic conditions.</li> <li>• Tour group caught up in an environmental disaster.</li> <li>• Political / terrorism issues arise.</li> <li>• Tour member(s) kidnapped / injured / killed – hostage situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Tour Leader carried preventative (non-prescription) medicines (eg: to treat colds, food poisoning, insect bites, etc).</li> <li>• Activities which increase risk of infection are avoided (eg: swimming in lakes/rivers where parasites are endemic).</li> <li>• Formal request in writing to parents asking for medical information.</li> <li>• Cases of anaphylaxis or serious medical conditions have been checked.</li> <li>• All tour staff provided with local emergency phone numbers and protocols.</li> <li>• Medical facilities and arrangements checked with DFAT prior to bookings being made.</li> <li>• All parents, students and staff fully aware of medical facilities available.</li> <li>• Tour Leader repeatedly conducts thorough checks of prevailing conditions in destination countries in weeks leading up to departure.</li> <li>• Tour group members provided with comprehensive list of 'what to pack' before departure.</li> <li>• Staff carry spare sun cream, hats, jumpers, water to manage exposures.</li> <li>• Staff sight students every day and monitor health and wellbeing and appropriateness of clothing and protection for given climatic conditions.</li> <li>• Students briefed each day as to the climatic requirements.</li> <li>• Tour Leader regularly checks prevailing conditions in destination countries.</li> <li>• Cancellation of tour activities where a natural disaster is likely.</li> <li>• Staff and students aware of emergency procedures in the event of a natural disaster.</li> <li>• Contact details of all relevant Embassies / Govt Departments carried by Tour Leader.</li> <li>• Cancel / change destination if planned destinations are listed in DFAT lists: 'Advise Against Travel' or 'Do Not Travel'.</li> </ul>				
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Travel Arrangements						
	RISK	CONTROL	RESPONSIBILITY	LIKELIHOOD	CONSEQ	RATING
Travel / Transport	<ul style="list-style-type: none"> <li>Land based transport does not arrived (eg: coach).</li> <li>Flight / bus / train / ferry connections are missed or seriously delayed.</li> <li>Insufficient or surplus bookings for number of tourists are made.</li> <li>Driver standard is unsatisfactory / unsafe.</li> <li>No alternative means of transport when public transport is unavailable or too difficult to use.</li> <li>Serious delays experienced at check in / check out.</li> <li>Travel agent does not make adequate arrangements.</li> <li>Travel agent does not have requisite overseas connections.</li> <li>Tour group gets split up or individuals become separated.</li> <li>Individuals fail to keep up with group, get lost whilst on free time, or abscond.</li> <li>Inadequate instructions provided to tour members.</li> <li>Individuals become lost in crowded spaces (eg: tourist attraction).</li> <li>Confusion over local time / failure to adjust watches.</li> </ul>	<ul style="list-style-type: none"> <li>Head of College appoints skilful, appropriate and experienced Tour Leader.</li> <li>Travel Agent selected based on previous tours with due diligence completed by the College.</li> <li>Emergency funds available and accessible to the teacher in charge.</li> <li>All transport arrangements confirmed prior to departure.</li> <li>Staff carry full itinerary whilst on tour which includes details of contacts for all land transport providers.</li> <li>Each student has a 'tour number' and students 'number off' before and after every event involving movement.</li> <li>All tour members have contact via phone and WhatsApp.</li> <li>Meeting points and times identified and clearly communicated before splitting up.</li> <li>Students do not move around in groups of less than two.</li> <li>All tour members adjust watches / phones to local time immediately on landing.</li> <li>Students strictly forbidden to travel without a member of staff on buses, planes, ferries and trains.</li> <li>Minimal (if at all) use of public transport to get around.</li> <li>Activities and tours will not take place near or in the event of a current natural disaster.</li> <li>Tour Leader holds all tickets/eTicket information including a back up electronic copy.</li> <li>All passports have a minimum of six months validity from day of returning home from tour.</li> <li>Copies of every staff and student passport carried on tour by Tour Leader. Student passports carried by a designated staff member throughout the tour unless tour activities demand students to carry their own passports. Backup copy held at the school.</li> <li>Students and staff briefed and monitored regarding customs regulations.</li> <li>One staff member does not enter Australia or destination country until entire group is cleared through customs.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

	<ul style="list-style-type: none"> <li>• Environmental disaster (eg: flood, earthquake).</li> <li>• Student / staff member / whole group unable to depart Australia.</li> <li>• Student / staff member / whole group unable to enter destination / in-transit country.</li> <li>• Passports lost / stolen / seized.</li> <li>• Tour member(s) behaviour / comments prevents passage through customs.</li> <li>• Tour member(s) fail to abide by customs regulations.</li> <li>• Tour member(s) is singled out / detained by customs for searching.</li> <li>• Individual has inadequate or incorrect visa.</li> <li>• Entire group lacks necessary visa.</li> <li>• Plane tickets are lost / forgotten / inaccurate.</li> <li>• Individuals do not watch bags carefully.</li> <li>• Bags left unattended.</li> <li>• Luggage not labelled appropriately.</li> <li>• Assembly for boarding transport is disorganised / hurried.</li> <li>• Tour members have baggage issues (eg: too much).</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain high staff presence amongst students throughout tour.</li> <li>• All tour members briefed about luggage security.</li> <li>• All bags easily identifiable for group and individual.</li> <li>• Staff and students to stay in close proximity to watch over bags at assembly and boarding points.</li> <li>• Tour party to leave bag with another if called away or going to the bathroom.</li> <li>• All luggage to have easily recognisable tour ID tag.</li> <li>• Accurate baggage information provided to families for every leg of the journey prior to departure.</li> <li>• All bags weighed at assembly points prior to departure and return. Cabin baggage also checked.</li> <li>• Students provided with clear and non-negotiable guidelines regarding suitable and non-suitable bags prior to departure.</li> <li>• Bags checked periodically throughout the tour.</li> <li>• Bags to have wheels or similar for ease of movement.</li> </ul>				
Accommodation	<ul style="list-style-type: none"> <li>• Accommodation unsuitable / unacceptable / unavailable.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of College appoints skilful, appropriate and experienced Tour Leader.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT



	<ul style="list-style-type: none"> <li>• Location of accommodation dangerous or generally unsuitable.</li> <li>• Room share expectations are unacceptable.</li> <li>• Accommodation arrangements changed without notification.</li> <li>• Inadequate control over keys.</li> <li>• Required rooming arrangements not provided to accommodation providers.</li> <li>• Insufficient food provided.</li> <li>• Dietary requirements not catered for.</li> <li>• Food preparation is unhygienic.</li> <li>• Tour members ignorant of cultural differences, traditions regarding food preparation and consumption.</li> </ul>	<ul style="list-style-type: none"> <li>• Tour Leader clarifies all rooming arrangements with travel agent prior to departure and seeks confirmation of requirements met.</li> <li>• Tour Leader requests accommodation providers to remove all contents of the mini-bar in student's rooms.</li> <li>• Tour Leader, or delegate, communicates all dietary requirements to persons organising hosts, restaurants and to airlines.</li> <li>• Students adequately fed before and after activities, which may include visiting a restaurant if insufficient food is provided by the host.</li> <li>• Sufficient funds are available to cover meals for entire party should food served be unsuitable.</li> <li>• Students familiar with food and culture of each destination.</li> </ul>				
Tour Activities	<ul style="list-style-type: none"> <li>• Planned activities to not proceed as planned.</li> <li>• Timeframe for planned activities is unrealistic.</li> <li>• Students / staff are unable / unwilling to participate in certain activities.</li> <li>• Weather or other environmental factors does not permit planned activities.</li> <li>• Bookings not made or were inadequate / incomplete.</li> <li>• Cost of activity is prohibitive.</li> </ul>	<ul style="list-style-type: none"> <li>• Checks made before departure to ensure that venue(s) still operating.</li> <li>• Tour Leader has participated in same or similar activities before.</li> <li>• Tour Leader obtains email confirmation of payments / bookings for activities from travel agent before departure.</li> <li>• Tour Leader ensures that bus drivers (including self-drive) are familiar with itinerary and timing of events.</li> <li>• All venues have been contacted via email for advice of risk assessment (with varying degrees of response) by travel agent.</li> <li>• Staff to actively seek alternate activities in case of plans falling through.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

	<ul style="list-style-type: none"> <li>Planned activities are unsuitable / inappropriate / unsafe / legal but dangerous.</li> <li>Planned activities fall through.</li> <li>Major disruption to tour.</li> <li>Pressure from within tour party to change arrangements.</li> <li>Additional opportunities arise during tour.</li> <li>Risk of injury to tour members (contact sport, dangerous activities, reckless behaviour).</li> <li>Tour member / student is killed.</li> <li>Specific site risks at tour venues (student goes AWOL; violent behaviour by patrons; emergency at the venue).</li> </ul>	<ul style="list-style-type: none"> <li>Where possible, a risk assessment could be prepared for unplanned activity and presented, or sent to the Head of College in advance.</li> <li>Head of College approves full itinerary.</li> <li>All staff trained in first aid and/or CPR.</li> <li>All tour members have travel insurance in place.</li> <li>Appropriate staff to student ratios for all activities.</li> <li>Parents informed of all planned activities prior to departure.</li> <li>Maintain high staff presence amongst students throughout tour.</li> <li>Students swimming ability confirmed in writing by parents prior to departure.</li> <li>Staff carry first aid kit at all times.</li> <li>Staff and students briefed daily.</li> <li>For rugby tours, confirmation letter provided to confirm all players are affiliated with Australian Schools Rugby Football Union and no member is currently suspended from play.</li> <li>All tour members familiar with local emergency phone numbers and protocols.</li> <li>Students do not participate in any activity unsupervised.</li> <li>Students to wear tour 'uniform' at all major venues in order to be easily recognisable in a crowd.</li> <li>Clear verbal instructions about meeting points provided to tour group.</li> <li>All venues contacted or researched in regards to access in regards to risk assessments, all available safety information accessed, copied and understood via the venues website.</li> </ul>				
Critical Incident Response						
	RISK	CONTROL	RESPONSIBILITY	LIKELIHOOD	CONSEQ	RATING
Critical Incident	<ul style="list-style-type: none"> <li>Staff do not have access to appropriate resources to manage a critical incident on an excursion/activity.</li> </ul>	<ul style="list-style-type: none"> <li>Tour Leader is contactable via mobile phone at all times and has access to emergency contact and student health and personal details.</li> <li>If the tour takes students into areas with poor internet connectivity the Tour Leader has downloaded student contact and medical information on a College issued device (prior to leaving) to enable offline access to information.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

Financial						
	RISK	CONTROL	RESPONSIBILITY	LIKELIHOOD	CONSEQ	RATING
Financial	<ul style="list-style-type: none"> <li>• Tour runs at a loss.</li> <li>• Student fails to pay for the tour in full before departure but after the deadline for withdrawing from the tour.</li> <li>• Students are allowed to pay after the tour and then fail to pay in full.</li> <li>• Final cost of tour exceed expectations.</li> <li>• Planned budget is insufficient to meet costs.</li> <li>• Student withdraws from tour for a valid reason and expects a full refund.</li> <li>• Large numbers of students decide to withdraw after booking deadlines.</li> <li>• Land based tour arrangements fail and emergency expenditure is required.</li> <li>• Unforeseen / unbudgeted costs arise.</li> <li>• Forced cancellation / abandonment resulting in money not being able to be refunded and additional cost incurred.</li> <li>• Travel agent engages in fraudulent practices.</li> <li>• Tour funds used inappropriately.</li> <li>• Money is lost / stolen / insufficient / unavailable.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of College appoints skilful, appropriate and experienced Tour Leader.</li> <li>• Budget for tour drawn up prior to payments and presented to Head of College for approval.</li> <li>• All tour members hold travel insurance.</li> <li>• Parents have received information regarding payments and refunds etc.</li> <li>• Clear guidelines in writing for parents regarding forfeiture of payments if you withdraw or are withdrawn.</li> <li>• Students make a non-refundable deposit before inclusion in the tour based on percentage required for bookings.</li> <li>• Staggered payment plan established.</li> <li>• Final payment due one month prior to departure.</li> <li>• Firm itinerary and quote obtained from travel agent at least six months ahead.</li> <li>• Tour Leader makes tour payments based on pre-tour discussions with College Accountant and Head of College.</li> <li>• Tour Leader secures proof of payment for each travel agent transaction (eg: proof that airline tickets have been booked and paid for).</li> <li>• Tour Leader has email confirmation of airline tickets and accommodation from travel agent.</li> <li>• College compares (indicative) costing with other tours in previous years and signs off on the application to the Head of College.</li> <li>• Daily expenditure log maintained with receipts whilst on tour and reconciled to credit card through internal audit upon return.</li> <li>• Tour Leader to provide full disclosure to the College of monies raised for the tour.</li> <li>• Student participation in fundraising is closely monitored and followed up.</li> <li>• Tour group advised against carrying large amounts of money.</li> </ul>	Staff Initials	SELECT	SELECT	SELECT

		<ul style="list-style-type: none"> <li>• Tour group advised to check viability of cards and availability of ATMs in destination countries one month before departure.</li> <li>• Students educated about managing money.</li> <li>• Regular monitoring of student spending.</li> <li>• Repeatedly warn students about pick-pockets, carrying money safely etc.</li> </ul>				
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### Specific Tour Activities

	RISK	CONTROL	RESPONSIBILITY	LIKELIHOOD	CONSEQ	RATING
			Staff Initials	SELECT	SELECT	SELECT
			Staff Initials	SELECT	SELECT	SELECT
			Staff Initials	SELECT	SELECT	SELECT
			Staff Initials	SELECT	SELECT	SELECT

### Risk Management Confirmation

By completing this Risk Management Plan and submitting it to the College Planning Committee and Head of College, I acknowledge that I understand and will implement, or monitor the implementation of, each of the risk controls specified in this Plan. This Risk Management Plan will be reviewed if an incident or significant change occurs.

Consultation with the tour company has been undertaken. All parents and students have been informed of the arrangements of the tour. All staff attending have current WWC details in place. A first aid kit will be carried with staff and all staff attending have either current first aid or CPR qualifications. Staff will carry a copy of all passport details and student medical details whilst travelling.

During all transportation and at all venues the safety procedures and regulations will be strictly adhered to. In the case of emergency, we will follow the directions of the members of staff/security/emergency personnel who are in control at the venue. It is assumed that all professionals who are assisting us will act in a responsible and appropriate manner, however, they will be closely monitored by members of staff at all times where possible.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

