Rationale

School tours provide valuable learning experiences and opportunities that can enhance the academic, sporting and cultural development of students and staff.

Kinross Wolaroi School has undertaken many international and interstate tours that have provided wonderful experiences for those involved. In recent years there has been an increased interest in such tours. In order to effectively manage such tour groups it has become apparent that the school requires a planning and policy statement in order to standardise procedural processes with regard to gaining approval for such tours and their subsequent organisation.

The policy will provide guidelines and checklists for staff intending to organise a touring party. The policy also seeks to exercise duty of care provisions for students involved and ensure that financial procedures are in place to make sure the tour is viable.

Procedures to follow in Organising a School Tour

The major overriding policy position is that any Interstate or International Tour needs to be granted initial approval by the School Principal and the Senior Management Team.

Steps to Follow in Organising a Tour:

1. Submit a blue KWS Excursion FORM with details of the proposed tour – dates, size of touring party, proposed staffing and any supporting information that relates to the tour.

2. Discuss the tour submission with the Director of Co-curricular who will check calendar dates, etc.

3. The Director of Co-curricular will then submit this initial tour proposal to the Principal and the Senior Management Team. Consideration of the tour will take place at a SMT meeting. Should initial approval be granted staff may then proceed with tour planning. Staff should note that such tours should not occur in academic or term time or cut across other school activities such as camps.

4. On receipt of this initial approval the organising staff are to organise quotes and consider the logistics associated with the intended tour. An itinerary, tour costing, payment schedule would then be sent to parents to gain an expression of interest from interested students. Experience has shown that it is difficult to finalise numbers until a sizeable deposit has been received and is held by the accounts office, who will manage all tour finances. The size of the necessary deposit is to be discussed with the Accounts
department. This deposit is fully refundable if the final tour is not approved or doesn’t eventuate. This process does have the effect of finalising the students participating in the tour.

5. At this point the list of students intending to participate in the tour and who have paid a deposit must be then screened by SMT, the Bursar and Accounts department. This is to ensure that students participating on the tour do not have school fees outstanding. Experience has shown that some students wanting to tour often have considerable monies owing to the school. Students cannot participate on such tours until outstanding fees have been paid off in full or a suitable arrangement is made with the Bursar.

6. All parents of students undertaking must sign a Deed of Release to indemnify the school from claims that may occur as a result on an international tour. The Deed of Release is available under excursions on the co-curricular shared space on the LMS.

7. When the touring party has been finalised and screened all details of the tour must be provided to the Principal and the Senior Management Team for final approval. This includes correspondence to parents, a tour budget, details of itinerary and staffing. The Director of Co-curricular will attach a “risk assessment” for the tour at this point. When final approval is given by the Principal the tour planning can then proceed.

8. At this stage it is then important that staff realise no money should be paid to outside agencies, tour organising companies until the school accounts office has that money in the tour fund to meet expenses. **NB.** Money will not be advanced to cover payments prior to receipt of funds from families of those intending to tour. Organising staff must therefore ensure that payment schedules into the tour account are timed to occur prior to expenditure. In short the tour account will not be overdrawn and must be in credit to facilitate outgoing expenditure, e.g. airfares, accommodation deposits, etc. Following these guidelines will ensure that late withdrawals will not impact on the tour and leave the tour “out of pocket”. Parents of course must be informed that monies paid after the initial deposit is not refundable. Staff should investigate insurance options to cover unexpected circumstances that may cause late withdrawals and build this onto the tour cost.

**NB. The school has a $50 per student fee on any major Interstate or International tour. This fee was implemented in 2011 after approval by School Council. This fee covers the schools administration costs that are incurred by the accounts office. This fee needs to be built into the overall budget prior to the tour.**

9. In developing the tour budget it needs to be stressed that any tour surplus after the full reconciliation for the tour is to be returned to parents and not held by the school.

10. Fundraising: Any fundraising that is undertaken to help support the tour and reduce costs must be done on a collective basis. If the tour fails to go ahead the funds collected are not refundable. It is advised that individual fund raising for individual student tickets, etc can create problems in that some students raise more than others and if the tour fails, individual student & parents believe that they are entitled to such monies.

11. Prior to the departure of the tour overseas or interstate staff organising the excursion needs to have a formal briefing for students and parents in the touring party. This will provide an opportunity for staff to
highlight their expectation of students participating and provide an opportunity for parents to clarify any outstanding issues they have with the tour.

12. It must be noted that if the student wishing to participate in the tour is from a split family then any information or permission notes pertaining to the tour must be sent to both parents to ensure they are both informed and understand the arrangements. The school is legally compelled to provide information such as this to both parents.

13. On completion of the tour a brief outcome statement needs to be provided to the Principal and SMT. This one page statement should detail the positive and negative outcomes of the tour and highlight any potential issues associated with the tour. This should be provided within 2 weeks of completion of the tour. Similarly, a full reconciliation of the tour needs to be completed and submitted to the accounts department. A copy of this should also be provided for the Director of Co-curricular.

14. In the event of any major incident that occurs on tour, staff supervising need to be able to contact the Head of Senior or Prep School.
INTERNATIONAL or INTERSTATE TOURS CHECKLIST

Tour Name: __________________________________________

Tour Dates: __________________________________________

Organising Teacher: ____________________________________

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<thead>
<tr>
<th></th>
<th>Description</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial approval requested on a completed blue Excursion FORM that is submitted to the Director of Co-curricular who tables the request at Senior Management meeting and Briefs the Principal.</td>
<td></td>
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<tr>
<td>2</td>
<td>On receipt of initial approval deposits are requested in order to get an accurate list of students participating.</td>
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<tr>
<td>3</td>
<td>List of students touring is submitted to SMT, the Accounts Department and Bursar for outstanding school fees check.</td>
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<tr>
<td>4</td>
<td>Final approval is now requested from the School Principal and Senior Management Team. Approval is contingent upon receipt of a detailed tour itinerary, tour budget, payment schedule list of students, etc involved. A risk analysis of the tour is also completed at this stage. NB No monies are to be paid to outside agencies, tour companies, etc till final approval is received.</td>
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<tr>
<td>5</td>
<td>Payments schedule put in place to ensure receipt of money prior to payments or expenditure to outside bodies for the tour.</td>
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<tr>
<td>6</td>
<td>Final meeting with parents and students to ensure all involved are well informed and have an opportunity to ………</td>
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<tr>
<td>7</td>
<td>On completion of the tour a report and reconciliation.</td>
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PRINCIPAL’S APPROVAL

__________________________________________________________
Principal’s Signature:                                        Date: _______________
DEED OF RELEASE AND INDEMNITY

By this Deed of Release and Indemnity is made on __________/____________2012

Between ………………………………………………………………………………..(Name/s of Parents of Guardians)

Being the lawful Parents or Legal Guardians (the “Parent(s)” of …………………………. (Full Name of Student)

(the “Student”), and Kinross Wolaroi School (the “School”).

1. Acknowledgement
   The Parent(s) acknowledges that:
   a) They have read the contents of this document and understand the meaning and effect of its provisions;
   b) This Deed is a legally binding contract and is not simply a warning; and
   c) There has been sufficient opportunity to obtain independent legal advice with respect to the effect of this Deed before executing same and the Parent acknowledge that they have obtained independent legal advice or have chosen not to;
   d) In signing the Deed they have not relied on any representation, warranty or inducement by the School, its agents or employees.

2. Assumption of Risk
   a) The Parents:
      I. On behalf of the Student personally and voluntarily assume all the risks for any harm, injury, trauma, illness or death that the Student may suffer and for any damage to any of the Student’s property which results, directly or indirectly, from the Student’s involvement with the Activity, whether those risks were foreseeable or not.
      II. Acknowledge and agree that they understand that the Student’s participation or involvement in the School’s International Tour Programme (the Activity) is not free of risk of injury or damage to the Student and that the Activity may cause injury, death or property damage; and
      III. Understand and agree that the Activity has inherent and wide ranging risks associated with international travel and voluntarily choose to participate in the Activity fully accepting those risks.

3. Release
   The Parents unconditionally and irrevocably release the School, its agents, or employees, from all liabilities, claims, costs, expenses and causes of action (“Claims”) in connection, directly or indirectly with the Activity. This Deed is a complete bar to any action the Parents, the Student, or any person claiming through them, wish to take against the School in connection, directly or indirectly, with the Activity.

4. Indemnity
   a) The Parents hereby:
      I. Indemnify the School from any Claims for any harm, injury, trauma, illness or death that the Student or they may suffer and for any damage to any of the Student’s property which results, directly or indirectly, from their involvement with the Activity; and
      II. Agree, that to the maximum extent permitted by law, the School will not be liable and waive any right to claim, for any personal injury, death, loss or damage to property,
economic loss or consequential loss, whether in tort, contract, statute or otherwise, for any act or omission by or on behalf of the School in connection with the Activity.

b) Despite these provisions, if the School is liable to compensate the Student or the Parents under any statute or otherwise, its liability is limited to the maximum value of the relevant insurance policy.

Executed as a Deed

Signed Sealed and Delivered

By Parent/Lawful Guardian in the presence of:

) 

Signature of Parent/Lawful Guardian

_____________________________ ________________________________
Signature of witness Name of witness (BLOCK LETTERS)

Address of witness

Signed Sealed and Delivered

By Parent/Lawful Guardian in the presence of:

) 

Signature of Parent/Lawful Guardian

_____________________________ ________________________________
Signature of witness Name of witness (BLOCK LETTERS)

Address of witness