

Rationale

The College undertakes to comply with the Student Safety and Well-Being outcome of the Code. This policy should be read in conjunction with the college's Refund Policy The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and the Education Act 1989.

Purpose

This policy provides clear and consistent guidance for ensuring student safety when participating in third party domestic travel during their period of enrolment and that relevant parties are aware of travel plans and that travel is only undertaken with appropriate providers.

Guidelines

Providers

The college will only permit students to undertake travel with reputable operators the college has approved. Providers need to show that they have appropriate measures in place to ensure all included activities:

- Are age appropriate.
- Have appropriate supervision requirements.
- Have appropriate safety protocols and risk assessment strategies.
- Police Vetted.

Transfer of care

Consent

The College will ensure student's parents and caregivers are informed of students plans including:

- Dates of the proposed trip
- Trip inclusions
- Contact details of the trip provider

Transfer

- The college will ensure appropriate transfer of care between caregivers and providers for departure and return

Recording

- Student travel will be recorded, and a summary of upcoming student travel made available to the Principal and DP in charge of EOTC on a weekly basis as required.

Review Schedule

Annually

	NEW/REVIEWED
Initial table of document	September 2020
Annually thereafter	October 2021

Board Chair Name	Lauren Albrey
Date	26 October 2021