

Policy and Procedure Register updates – Summary of changes to:

International school study tours procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The new procedure enacts:</p> <ul style="list-style-type: none"> a reduction in the minimum age for student participation in an international school study tour (ISST) to 10 years of age or in Year 5 (whichever comes first) at the time of travel, which is supported by a student to supervising teacher ratio (as per handbook) as endorsed by SIPP-C on 9 February 2023; and the reintroduction of homestay for ISSTs for secondary students in Year 7 and above where an approved, reciprocal sister-school agreement is in place and/or with an accredited homestay provider as approved by ELT on 2 March 2023. <p>As part of the review, the procedure has also been streamlined and new templates applied.</p>		
2. Summary of changes		
<p>As well as updates to the procedure and handbook (including a new student to supervising teacher ratio) to enact new policy positions and improve clarity, consistency and conciseness, the following associated documents have been introduced to PPR:</p> <ul style="list-style-type: none"> ISST accommodation risk matrices; ISST prohibited activities in homestay. <p>The following PPR supporting documents have updated:</p> <ul style="list-style-type: none"> ISST code of conduct for students has become ISST student participant agreement; ISST code of conduct for teachers has become ISST supervising teacher agreement; ISST code of conduct for volunteers has become ISST supervising volunteer agreement; Request for student to remain overseas at conclusion of tour. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Responsible officer	Ensure all student participants meet new minimum age/Year-level	4
	Apply relevant ISST accommodation risk matrices	4
	Apply ISST prohibited activities in homestay (if applicable)	handbook
	Apply new student to supervising teacher ratio	handbook
Supervising teachers	Potentially supervise younger students	4
		4

	Supervise students (including in homestay) in accordance with accommodation risk matrices	
Supervising volunteers	Potentially supervise younger students	4
	Supervise students (including in homestay) in accordance with accommodation risk matrices	4
Principal	Ensure new policies and processes are adhered to when endorsing ISST	5
RD/ED regional operations	Ensure new policies and processes are adhered to when approving ISST	5

4. Communication and support for implementation

ISST working group continues to meet

Preliminary notification email to in Term 1 to: RDs; primary school which have previously participated in international travel or which have approved international travel in 2023; and secondary schools which have approved international travel in 2023

Raise awareness of PPR consultation process through ConnectED, followed by external consultation process

Raise awareness of implementation of reviewed procedure through ConnectED and OneSchool 'My messages'

Updates to OnePortal landing page

For further assistance, please contact:

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