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| **1. Secondary school students on ISST hosted in homestay by families within school community** | | | | | | | |
| **Harm or risk** | **Consequences if control measures not applied** | **Likelihood of injury** | **Consequence of injury** | **Level of risk** | **Control measures set in place to minimise harm or injury** | **Control implementation** | **Primary person responsible** |
| Student safety compromised by homestay family/ visitor/ public, for example, a deliberate abusive act or exposure to inappropriate content/ situation/ behaviour | May impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Major | Low | 1. Homestay can only be with a DoE-recognised school or entity, for example as part of a sister school arrangement, which is well-documented and usually reciprocal. 2. Homestays are arranged through a systematic and collaborative process between the schools or school and entity. Only families known to the school, teacher or agent are eligible to become host families. 3. By accepting homestay students host parent/s agree to a number of mandatory requirements including the ISST prohibited activities in homestay and supervising students at all times. 4. Qld state schools are responsible for managing expectations of traveling students and their families. 5. Supervising teachers and volunteers are easily accessed by students in homestay. 6. In case of emergency, pre-arranged local support is provided 7. Supervising teachers/volunteers manage student medication. 8. All students are able to effectively communicate with teachers/volunteers during homestay. 9. Control measures are reviewed regularly by school to ensure effectiveness. | 1. Review sister-school (or equivalent) agreement to ensure coverage and currency. 2. The following homestay management protocols are implemented:  * vetting protocols to be viewed by the principal or delegate prior to trip; * Qld families complete detailed student profiles which are sent to overseas school/entity; * homestay families complete profiles which are sent to Qld school teachers/coordinators/agents; * Qld teachers/coordinators and overseas school/entity teachers/coordinators/agents discuss individual students (gender, age, interests, medical needs etc.) and potential homestay families via video/email; * overseas school/entity teachers/coordinators/agents mediate direct communication between Qld teachers/coordinators and homestay families to discuss issues such as dietary restrictions or medical conditions; * reserve homestay families are also identified to be used in case of emergent inability, incompatibility or incident; * once homestay matches are made, schools encourage Qld families and overseas families to communicate via social media, email, video or phone calls; * responsible officer, teacher or principal checks in with students to see if there any perceived issues or concerned with their match prior to departure.  1. The following requirements for host families will be implemented:  * provide telephone and/or internet services with international capacity which students can readily access. Access to a telephone or internet service must be provided if student requests to contact home/teacher; * contact supervising teacher immediately if student is sick or upset; * adhere to written instructions provided where a student has known medical condition * make any outside visitors to the home aware of rules and responsibilities toward students and closely supervise any outside visitor (being any person that is not a member of the host family); and * adhering to other expectations including, homestay families to ensure safe student travel to and from school and launder student clothes.  1. Expectations will be managed by schools providing a pre-briefing to travelling students and their families including what to expect in homestay (e.g. cultural considerations), when and how to raise any concerns (e.g. always let teacher know, even if it seems minor). 2. Supervising teachers/ volunteers to be available to students during homestay, specifically:  * supervising teachers/ volunteers are accommodated in the same city/town as students; * check-in every day with each student in person; * supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families; * if a student shares a concern (minor or major), the supervising teacher will record details (e.g. OneSchool record of contact) outlining the nature of the concern and how it will be addressed and any contacts made.  1. In case of an incident:  * supervising teachers are required to complete critical incident reports in accordance with departmental policies. * overseas school/entity teachers/coordinators/agents are available to assist supervising teachers/volunteers (e.g. translation, transport)  1. Student medication and food allergies are managed by ensuring:  * a handover to host families is completed when a student enters homestay; * detailed instructions are printed in English and local language; and * students with a food allergy have an information card listing food and ingredients they cannot eat (use for eating at restaurants).  1. All students are able to effectively communicate with teachers/volunteers during homestay without language being a barrier by carrying an emergency card with contact details for supervising teachers/volunteers printed in local language. 2. After the ISST supervising teachers consider if risk mitigation strategies were effective and if any further/different actions required. | <Name specific supervising teacher> |
| Unsuitable sleeping arrangements | May result in exposure to:   * deliberate abusive act; or * inappropriate behaviour or adult content/activities.   This may impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Major | Low | 1. Students are not to stay overnight with people other than the host family. 2. Individuals outside of the host family cannot stay with the family during the homestay period. | 1. Students are to stay overnight with host family only. 2. Host families will ensure that no other individual stays with them during the homestay period. | <Name specific supervising teacher> |
| Unsuitable activities or transport | May include exposure to:   * physical harm/death; or * emotional stress. | Rare | Major | Low | 1. ISST prohibited activities in homestay | 1. Host family to adhere to the ISST prohibited activities in homestay. Host families to be provided with list prior to agreeing to host student. | <Name specific supervising teacher> |
| Student conflict with host family | May include exposure to:   * deliberate abusive act; or * inappropriate behaviour or adult content/activities.   This may impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Minor | Low | 1. Telephone and/or internet services with international capacity will be provided for students. 2. Supervising teachers and volunteers are easily accessible by travelling students in homestay. 3. Emergency card in place. 4. Qld state schools to manage expectations of travelling students and their families. | 1. Host families are obligated to provide telephone and/or internet services with international capacity for students to use and to contact supervising teacher/volunteer immediately if student is sick or upset. 2. Supervising teachers/ volunteers to be available to students during homestay, specifically:  * supervising teachers/ volunteers are accommodated in the same city/town as students; * check-in every day with each student in person; * supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families; * if a student shares a concern (minor or major), the supervising teacher will record details (e.g. OneSchool record of contact) outlining the nature of the concern and how it will be addressed and any contacts made.  1. Students each carry an emergency card with contact details for supervising teachers/volunteers printed in local language. 2. Expectations will be managed by schools providing a pre-briefing to travelling students and their families including what to expect in homestay (e.g. cultural considerations), when and how to raise any concerns (e.g. always let teacher know, even if it seems minor). | <Name specific supervising teacher> |
| Student become unwell during homestay | May include:   * serious or prolonged illness; or * language barrier to help seeking.   This may impact the physical, psychological or emotional wellbeing of a child/student. | Possible | Minor | Medium | 1. Telephone and/or internet services with international capacity will be provided for students. 2. Local supports are identified and utilised. 3. Teacher to student ratio is utilised. | 1. Host families are obligated to provide telephone and/or internet services with international capacity for students to use and to contact supervising teacher/volunteer immediately if student is sick or upset. 2. Supervising teachers/ volunteers to be available to students during homestay, specifically:  * supervising teachers/ volunteers are accommodated in the same city/town as students; * check-in every day with each student in person; * supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families; * if a student shares a concern (minor or major), the supervising teacher will record details (e.g. OneSchool record of contact) outlining the nature of the concern and how it will be addressed and any contacts made. * overseas school/entity teachers/coordinators/agents are available to assist supervising teachers/volunteers (e.g. translation, transport) in case of incident.  1. The ISST ratio of supervising teachers to students is 1:10, with contingency (e.g. additional supervising volunteers) in case of emergency; supervisors reflect gender balance of students. | <Name specific supervising teacher> |

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| **2. Secondary school students on ISST hosted by families selected by quality assured/accredited homestay company** | | | | | | | |
| **Harm or risk** | **Consequences if control measures not applied** | **Likelihood of injury** | **Consequence of injury** | **Level of risk** | **Control measures set in place to minimise harm or injury** | **Control implementation** | **Primary person responsible** |
| Student safety compromised by homestay family/ visitor/ public, for example, a deliberate abusive act or exposure to inappropriate content/ situation/ behaviour | May impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Major | Low | * 1. Accredited homestay company will be selected.   2. Homestays are arranged through a systematic, collaborative process between school and entity   3. By accepting homestay students host parent/s agree to a number of mandatory requirements including the ISST prohibited activities in homestay and supervising students at all times.   4. Qld states schools are responsible for managing expectations of travelling students and their families.   5. Supervising teachers and volunteers are easily accessed by students and families.   6. In case of emergency, pre-arranged local support is provided.   7. Supervising teachers/volunteers manage student medication.   8. All students are able to effectively communicate with teachers/volunteers during homestay.   9. Control measures are reviewed regularly by school to ensure effectiveness. | 1. School completes due diligence by ensuring quality/accreditation of homestay company and establishes agreement/contract which includes:  * child safety requirements; * vetting (according to local protocols) of all adults present or visiting homestay; * quality of accommodation; * mandatory conditions for host families; * transparent cost structure; and * If sub-contracting arrangement, e.g. through language school, school needs to ensure that subcontractor held to same conditions in agreement/contract.  1. Information sharing prior to travel is completed, including:  * Qld families complete detailed student profiles which are sent to overseas entity. * homestay families complete profiles which are sent to Qld school teachers/coordinators/agents; * Qld teachers/coordinators and overseas entity teachers/coordinators/agents discuss individual students (gender, age, interests, medical needs etc.) and potential homestay families via video/email; * overseas entity teachers/coordinators/agents mediate direct communication between Qld teachers/coordinators and homestay families to discuss issues such as dietary restrictions or medical conditions; * reserve homestay families are also identified to be used in case of emergent inability, incompatibility or incident; * once homestay matches are made, schools encourage Qld families and overseas families to communicate via social media, email, video or phone calls; * responsible officer, teacher or principal checks in with students to see if there any perceived issues or concerned with their match prior to departure;  1. The following requirements for host families will be implemented:  * observe ISST prohibited activities in homestay; * supervise students at all times; * provide telephone and/or internet services with international capacity which students can readily access and must be provided if emergency contact card presented to host family; * contact supervising teacher/volunteer immediately if student is sick or upset; * adhere to written instructions provided where a student has known medical condition; * make any outside visitors to the home aware of rules and responsibilities toward students and closely supervise as outside visitor (being any person that is not a member of the host family); and * adhering to other expectations including, homestay families to ensure safe student travel to and from school and launder student clothes.  1. Qld schools provide pre-briefing to travelling students and their families including what to expect in homestay (e.g., cultural considerations), when and how to raise any concerns (e.g. always let teacher know, even if it seems minor), and that alternative homestays are available. 2. Supervising teachers will be available to students during homestay by ensuring:  * supervising teachers/ volunteers are accommodated in the same city/town as students; * check-in every day with each student in person; * supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families. * if a student shares a concern (minor or major), the supervising teacher will record details (e.g. OneSchool record of contact) outlining the nature of the concern and how it will be addressed and any contacts made.  1. Overseas school/entity teachers/coordinators/agents are available to assist supervising teachers/volunteers (e.g. translation, transport) in case of incident. 2. Student medication and food allergies are managed by ensuring:  * a handover to host families is completed when a student enters homestay; * detailed instructions are printed in English and local language; and * students with a food allergy have an information card listing food and ingredients they cannot eat (use for eating at restaurants).  1. All students are able to effectively communicate with teachers/volunteers during homestay without language being a barrier by carrying an emergency card with contact details for supervising teachers/volunteers printed in local language. 2. After ISST, supervising teachers consider if risk mitigation strategies were effective and if any further/different actions required. | <Name specific supervising teacher> |
| Unsuitable sleeping arrangements | May result in exposure to:   * deliberate abusive act; or * inappropriate behaviour or adult content/activities.   This may impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Major | Low | 1. Students are not to stay overnight with people other than the host family. 2. Individuals outside of the host family cannot stay with the family during the homestay period. | 1. Students are to stay overnight with host family only. 2. Host families will ensure that no other individual stays with them during the homestay period. | <Name specific supervising teacher> |
| Unsuitable activities or transport | May include exposure to:   * physical harm/death; or * emotional stress. | Rare | Major | Low | 1. ISST prohibited activities in homestay | 1. Host family to adhere to the ISST prohibited activities in homestay. Host families to be provided with list prior to agreeing to host student. | <Name specific supervising teacher> |
| Student conflict with host family | May include exposure to:   * deliberate abusive act; or * inappropriate behaviour or adult content/activities.   This may impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Minor | Low | 1. Telephone and/or internet services with international capacity will be provided for students. 2. Supervising teachers and volunteers are easily accessible by travelling students in homestay. 3. Emergency card in place. 4. Qld state schools to manage expectations of travelling students and their families. | 1. Host families are obligated to provide telephone and/or internet services with international capacity for students to use and to contact supervising teacher/volunteer immediately if student is sick or upset. 2. Supervising teachers/ volunteers to be available to students during homestay, specifically:  * supervising teachers/ volunteers are accommodated in the same city/town as students; * check-in every day with each student in person; * supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families; * if a student shares a concern (minor or major), the supervising teacher will record details (e.g. OneSchool record of contact) outlining the nature of the concern and how it will be addressed and any contacts made.  1. Students each carry an emergency card with contact details for supervising teachers/volunteers printed in local language. 2. Managing expectations by providing a pre-briefing to travelling students and their families including what to expect in homestay (e.g. cultural considerations), when and how to raise any concerns (e.g. always let teacher know, even if it seems minor). | <Name specific supervising teacher> |
| Student become unwell during homestay | May include:   * serious or prolonged illness; or * language barrier to help seeking.   May impact the physical, psychological or emotional wellbeing of a child/student. | Possible | Minor | Medium | 1. Telephone and/or internet services with international capacity will be provided for students. 2. Supervising teachers and volunteers are easily accessible by travelling students in homestay. 3. Local supports are identified and utilised. 4. Teacher to student ratio is utilised. | 1. Host families are obligated to provide telephone and/or internet services with international capacity for students to use and to contact supervising teacher/volunteer immediately if student is sick or upset. 2. Supervising teachers/ volunteers to be available to students during homestay, specifically:  * supervising teachers/ volunteers are accommodated in the same city/town as students; * check-in every day with each student in person; * supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families; * if a student shares a concern (minor or major), the supervising teacher will record details (e.g. OneSchool record of contact) outlining the nature of the concern and how it will be addressed and any contacts made.  1. Overseas school/entity teachers/coordinators/agents are available to assist supervising teachers/volunteers (e.g. translation, transport) in case of incident. 2. The ISST ratio of supervising teachers to students is 1:10, with contingency (e.g. additional supervising volunteers) in case of emergency; supervisors reflect gender balance of students. | <Name specific supervising teacher> |

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| **3. Accommodation of students on ISST in youth hostels/lodges/camps** | | | | | | | |
| **Harm or risk** | **Consequences if control measures not applied** | **Likelihood of injury** | **Consequence of injury** | **Level of risk** | **Control measures set in place to minimise harm or injury** | **Control implementation** | **Primary person responsible** |
| Student safety compromised by other hostel guest/ public, for example, a deliberate abusive act or exposure to inappropriate content/ situation/ behaviour | May impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Major | Low | 1. Accredited youth hostels/lodges/camps will be used. 2. Student protection is prioritised by following protocols. 3. Qld state schools are responsible for managing expectations of traveling students and their families. 4. Teacher to student ratio is utilised. 5. Local supports are identified and utilised. 6. Supervising teachers and volunteers are easily accessible by travelling students. 7. Supervising teachers/volunteers manage student medication. 8. Control measures are reviewed regularly by school to ensure effectiveness. | 1. School completes due diligence to ensure only quality/accreditation of hostel/lodges/camps used. 2. Student protection requirements met including:    * dorms/rooms must be single gender with exclusive use of dorms/rooms for that school group, and catering for gender diverse students;    * supervising teachers/volunteers to stay in same accommodation facility as students; and    * students to be in pairs/small groups when using shared facilities or common areas in hostel/lodge. 3. Qld schools provide pre-briefing to travelling students (and their families) including what to expect in hostels/lodges/camps (e.g., cultural considerations, rules) and when and how to raise any concerns (e.g. always let teacher know, even if it seems minor). 4. The ISST ratio of supervising teachers to students is 1:10, with contingency (e.g. additional supervising volunteers) in case of emergency; supervisors reflect gender balance of students. 5. Overseas school/entity teachers/coordinators/agents are available to assist supervising teachers/volunteers (e.g. translation, transport) in case of incident. 6. Supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families. 7. Student medication is managed by supervising teachers or volunteers. Students with a food allergy have an information card listing food and ingredients they cannot eat (for use at restaurants). 8. After ISST, supervising teachers consider if risk mitigation strategies were effective and if any further/different actions are required. | <Name specific supervising teacher> |

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| **4. Accommodation of students on ISST in hotels** | | | | | | | |
| **Harm or Risk** | **Consequences if control measures not applied** | **Likelihood of Injury** | **Consequence of Injury** | **Level of Risk** | **Control Measures set in place to Minimise Harm or Injury** | **Control implementation** | **Primary Person Responsible** |
| Student safety compromised by other hostel guest/ public, for example, a deliberate abusive act or exposure to inappropriate content/ situation/ behaviour | May impact the physical, psychological or emotional wellbeing of a child/student. | Rare | Major | Low | 1. Appropriate hotels will be used. 2. Student protection is prioritised by following protocols. 3. Qld state schools are responsible for managing expectations of traveling students and their families. 4. Teacher to student ratio is utilised. 5. Local supports are identified and utilised. 6. Supervising teachers and volunteers are easily accessed by students and families. 7. Supervising teachers/volunteers manage student medication. 8. Control measures are reviewed regularly by school to ensure effectiveness. | 1. School completes due diligence by ensuring quality hotels are used. 2. Student protection requirements met including:    * shared hotel rooms must be single gender, co-located by gender, and catering to gender diverse students;    * supervising teachers/volunteers to stay in same accommodation facility as students; and    * students to be in pairs/small groups when using shared facilities or common areas in hotel. 3. Qld schools provide pre-briefing to travelling students (and their families) including what to expect in hostels (e.g., cultural considerations, rules) and when and how to raise any concerns (e.g. always let teacher know, even if it seems minor); 4. The ISST ratio of supervising teachers to students is 1:10, with contingency (e.g. additional supervising volunteers) in case of emergency; supervisors reflect gender balance of students. 5. Overseas school/entity teachers/coordinators/agents are available to assist supervising teachers/volunteers (e.g. translation, transport) in case of incident. 6. Supervising teachers/volunteers have telephone and internet access to ensure they are always contactable by students and families. 7. Student medication is managed by supervising teachers or volunteers. Students with a food allergy have an information card listing food and ingredients they cannot eat (for use at restaurants). 8. After ISST, supervising teachers consider if risk mitigation strategies were effective and if any further/different actions are required. | <Name specific supervising teacher> |