

# International School Study Tours

## Supervising volunteer agreement

This agreement sets out the expectations for supervising volunteers when participating in International School Study Tours (ISSTs) approved by the Department of Education (DoE).

All participants must understand these standards apply to them for the duration of the tour, including evenings and weekends. Supervising teachers supported by volunteers are responsible for student safety and welfare for the entire tour.

As a participant in the ISST:

- you must read, understand and follow the [Code of Conduct for the Queensland Public Service](#) and the DoE supporting document, [Standard of Practice](#), which applies to supervising volunteers while on the ISST, and note that in the [Standard of Practice](#) 'employee' means any person employed by DoE to work in an educational facility or in a corporate support role in a permanent, temporary, casual, volunteer, student or contractual capacity;
- the ISST is considered by DoE to be part of the school program and the same duty of care by volunteers to students that applies at school, in particular in relation to student protection, safety and welfare, will also apply on the ISST;
- recognise the safety of students in your care is paramount;
- maintain a safe and respectful learning environment for all students, teachers and volunteers participating in the ISST;
- encourage student participation in all activities;
- model good behaviour for the students;
- maintain positive relationships with supervising teachers and volunteers participating in the ISST regarding the students' learning, wellbeing and behaviour;
- be courteous and constructive in communicating with hosts, students, supervising teachers and volunteers; and
- be considerate of the general public at all times and respect local customs and values.

### ACKNOWLEDGEMENT

I have read, understood and will follow the *Code of Conduct for the Queensland Public Service* and the DoE *Standard of Practice* and am aware of the consequences for any breaches that occur during the ISST.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

### TO BE HELD ON FILE AT SCHOOL

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**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/international-school-study-tours-procedure> to ensure you have the most current version of this document.