



**Department of
Education**

SHORT-TERM SCHOOL VISITS/STUDY TOURS BY OVERSEAS STUDENTS IN PUBLIC SCHOOLS

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1 BACKGROUND

School visits/study tours by overseas students are undertaken for the purpose of meeting Australian students, teachers and other professional educators as part of educational and cultural programs.

Participation in school visits/study tours:

- fosters international ties between students, schools and school systems;
- provides opportunities for language study and cultural, recreational and sporting interaction;
- promotes sister-school/city relationships;
- assists in intercultural understanding and in preparing students for world citizenship; and
- provides opportunities for students to benefit from overseas friendships.

The visit is usually part of a holiday package and is organised by a travel agency or other organisation on a commercial basis. Students usually visit during their school holiday periods, especially during July and August. These visits also include short-term sister-school agreements and programs arranged under Memoranda of Understandings.

Organisations requesting a school visit/study tour may include student tour organisations, travel agents, government agencies, language colleges and other groups.

Student exchanges that have been arranged by organisations registered to provide international secondary student exchange programs are excluded from these procedures.

Other Department documents relevant to this document include:

Anti-racism

Child Abuse and Neglect - Other Agencies

Community Use of Facilities and Resources in Public Schools

Criminal History Screening for Department of Education Sites

Duty of Care for Public School Students

Excursions in Public Schools

Identification of Child Abuse and Neglect Procedures

Outdoor Education and Recreation Activities in Public Schools

Risk and Business Continuity Management

Student Behaviour in Public Schools

Student Sexual and Sex-based Harassment

Sun Protection Guidelines

Working With Children Checks in Public Schools

2 RELEVANT LEGISLATION AND AUTHORITY

Financial Administration and Audit Act 1985

Working with Children (Criminal Record Checking) Act 2004

Working with Children (Criminal Record Checking) Regulations 2005

3 PROCEDURES

3.1 GENERAL

Visits must not divert resources from the education of Western Australian students, and must not be conducted in a way which is inconsistent with the standards and values of the Western Australian government education system.

When a travel agency/organisation wishes to arrange a visit to a school for a group of students from overseas the principal is responsible for approving the school's participation.

The principal of a participating school must ensure that:

- the program for the visiting group provides benefits for the host school as well as for the overseas students;
- the travel agency/organisation signs and accepts the Conditions for the Conduct of School Visits (see Appendix A) before any visit take place;
- the travel agency/organisation provides evidence that:
 - all the overseas students are covered by comprehensive travel insurance which is maintained for the whole period of the school visit/study tour;
 - it has, at its own expense, effected and maintained a public liability insurance policy with a company approved by the Department with cover of between \$10m - \$20m for each and every claim and includes in the policy the Minister for Education and the Crown in the right of the State of Western Australia as the two named insured parties. The policy must also contain a cross-liability clause which treats each of the insured parties as if a separate policy had been issued to each of them.
- the school is adequately compensated for the costs involved in the visit;
- public sector financial and audit requirements are met;
- the school analyses and addresses all risks involved in participating in the initiative; and
- the use of school facilities for short-term school visits/study tours for overseas students is consistent with the *Community Use of Facilities and Resources in Public Schools* policy.

Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check in accordance with the Department's *Working with Children Checks in Public Schools* policy available from the *Policies* website at <http://det.wa.edu.au/policies/>

3.2 DUTY OF CARE

While overseas students are present at a school, the school must exercise the same duty of care as if the students are formally enrolled at the school.

If the visiting students are accompanied by a supervisor who is controlling their activities, the school must not take sole responsibility for the students. The supervisor must remain with them at all times and not leave them at the school while undertaking other duties.

If schools undertake to arrange homestay for the visiting students duty of care is extended beyond school hours to 24-hour duty of care.

3.3 HOMESTAY

Should a school consider agreeing (see Guidelines) to arrange homestay on behalf of the travel agency/organisations, the principal must:

- ensure the Homestay Family Expression of Interest form is completed and signed;
- undertake character reference reviews;
- obtain Confidential Declarations (see Appendix A) from everyone in the household over the age of 18 years;
- develop a risk management strategy which includes obtaining the contact details of the parents and the tour organisation and dealing with an emergency, e.g. acquisition of signed copies of medical releases to enable medical treatment to be provided in the event of accident or illness.
- inspect the home to ensure that appropriate arrangements have been made for sleeping, bathing and any other necessary provisions; and
- designate an after-hours coordinator to deal with any pastoral care/crisis issues.

All host families must be paid for hosting students involved in school visits/study tours. The homestay fee must be realistic and must be paid either by the organisation directly to the families before the visit commences or, by negotiation, to the school.

4 GUIDELINES

4.1 HOMESTAY

Schools are advised that they should not provide/arrange homestay on behalf of a travel agency or organisation because of the inherent responsibilities associated with duty of care, vetting of families and homes, and child protection issues.

4.2 CHARGES

The following fee schedule for the use of the school facilities is provided as a guide. Payment should be based on a negotiated schedule of fees (not including homestay) calculated according to the extent, duration and location of the program. The fees could range from approximately \$30 per student for a half-day visit to approximately \$125 to \$200 per student for a one-week visit.

The fee schedule is not applicable if a school has a sister-school arrangement and the visit is operated on a reciprocal basis involving no fees.

4.3 NATURE OF PROGRAMS FOR SCHOOL VISITS/STUDY TOURS

Programs for school visits may vary from short half-day visits to visits of up to, but not exceeding, four weeks. A typical program would include English conversation classes for half a day, and integration and excursions for the rest of the school day. Generally, the tour agency/organisation arranges excursions while the school arranges the school-based activities. These arrangements may vary from visit to visit.

4.4 EVALUATION

After the visit/tour, the school is advised to undertake an evaluation in conjunction with the agency/organisation.

4.5 RESPONSIBILITIES CHECKLIST

Principals may find the following checklist useful when agreeing to participate in a school visit/study tour.

5 RESPONSIBILITIES CHECKLIST FOR SCHOOL VISIT/STUDY TOUR

Steps	Role of the School	Role of the Tour Agency/Organisation
Step 1. Approval		The tour agency/organisation seeks approval from the principal for the school to participate in a school visit/study tour.
	<i>If approval is granted</i>	Full details are provided to the principal so that an informed decision can be made.
Principal and organisation discuss and finalise all elements of the school visit/study tour		
	The principal to: <ul style="list-style-type: none"> • discuss duty of care conditions and arrangements • view insurance documentation • discuss advice to parents/school community • agree on a payment schedule • provide the organisation with copies of relevant Education Department of Western Australia policies* 	The tour agency/organisation to provide details of: <ul style="list-style-type: none"> • numbers of students, ages, gender, etc. • educational program • any medical conditions students have • duty of care • homestay and fees to be paid • payment • coordinator and/or emergency contact names and addresses • insurance (in writing) • promotional materials (if relevant) • proposed screening procedures for host families • role and function of all supervisors/accompanying adults

Steps	Role of the School	Role of the Tour Agency/Organisation
<p>* Relevant policies include:</p> <ul style="list-style-type: none"> • Duty of Care for Public School Students • Child Abuse and Neglect - Other Agencies • Ident. of Child Abuse and Neglect proc. • Student Behaviour in Public Schools • Excursions in Public Schools • Working with Children Checks in Public Schools • Community Use of Facilities and Resources in Public Schools • Risk and Business Continuity Management Policy 	<ul style="list-style-type: none"> • Student Behaviour: Assaults on Teachers • Student Sexual and Sex-based Harassment • Sun Protection Guidelines • Water-based Excursions • Employee screening 	
Step 3. Signing of conditions		
Principal provides organisation with a Conditions for the Conduct of School Visit/Study Tour for signing.		
<i>If signed</i>		
Principal retains one copy.		Tour agency/organisation retains one copy.
Step 4. Homestay Arrangements		
Principal may agree to provide a list of possible host families.		<i>if so</i>
		<p>Tour agency/organisation to:</p> <ul style="list-style-type: none"> • treat names and addresses of possible host families in confidence and only use such information for that particular visit; • screen the families with regard to their suitability for hosting students; • fully inform the host family of relevant Education Department of Western Australia policies; • fully inform the host family and the visiting student of their responsibilities; • pay each host family in accordance with appropriate commercial rates for homestay; • ensure each host family is provided with detailed information about the visiting student, the itinerary, and the name of a 24-hour contact person at least two weeks before the student's arrival; and • outline transport arrangements for the visiting student, including any transport responsibilities of the host family.
Schools are discouraged from arranging homestays but if they do so:		

Steps	Role of the School	Role of the Tour Agency/Organisation
	<p>The principal or his/her nominated representative must:</p> <ul style="list-style-type: none"> • invite families to host a student using the Homestay Expression of Interest form and ensure that it is appropriately completed and signed; • check and document the character references provided; • request and receive a Declaration of Convictions from every person over the age of 18 residing in the households; • inspect the homes; • designate an after-hours coordinator to address any pastoral care/crisis issues; • fully inform the host families of relevant Education Department of Western Australia policies and any other expectations; • provide host families with signed medical releases; and • develop a risk management plan to address all possible emergencies. 	<p>The organisation must:</p> <ul style="list-style-type: none"> • fully inform each host family and visiting student of their responsibilities; • pay each host family in accordance with appropriate commercial rates for homestay; • ensure each host family is provided with detailed information about the visiting student, the itinerary and the name of a 24-hour contact person at least two weeks before the student's arrival; and • provide the school with signed medical releases to enable provision of treatment in case of accidents or illness.
Step 5. Review		
	<p>When the school visit/study tour is completed, the principal and tour agency/organisation review/evaluate:</p> <ul style="list-style-type: none"> • pre-visit arrangements/details • visit/tour • post visit/study tour details 	
<p>The principal is to advise International Education Officer (08) 9264 4795 if there are any major concerns regarding the tour agency/organisation's role in the visit/tour.</p>	<p>The tour agency/organisation is to advise the District Director of any major concerns regarding the role of the school in the visit/tour.</p>	

Table 1: RESPONSIBILITIES CHECKLIST FOR SCHOOL VISIT/STUDY TOUR

6 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	TRIM no.	Notes
1 May 2001	22 August 2018	1.2	D18/0336561	Minor changes to include reference to Public Schools D18/0151652.

APPENDIX A AGREEMENT FOR THE CONDUCT OF SCHOOL VISITS/STUDY TOURS BY OVERSEAS STUDENTS OR ADULTS

A.1 DEFINITIONS

“Department”

means the Education Department of Western Australia.

“Organisation”

means the tour agency/organisation seeking to conduct or conducting a school visit/study tour.

“School”

means a government school within Western Australia.

“School visit/study tour”

means a visit by overseas students or adults to a school for the purpose of meeting Australian students, teachers and other professional educators as part of an educational and cultural program.

A.2 ARRANGEMENTS

- a) Each school visit/study tour must be approved by the principal.
- b) The organisation must inform the principal, in writing, of the nature, duration and purpose of the school visit/study tour.
- c) The organisation must provide the principal with a statement of the screening procedures to be used when vetting homestays, if this is a component of the visit/tour.

A.3 PROMOTION AND ADVERTISING MATERIAL

- a) The use of the words “student exchange”, “not for profit”, or “non-commercial” must not be included in any promotional or advertising material to be used in connection with or in promotion of any school visit/study tour.
- b) Any promotional or advertising material prepared by the organisation must not include any reference to a school except with the approval of the principal.
- c) The organisation must, upon request from the principal, provide a copy of all promotional or advertising material for any school visit/study tour.

A.4 EDUCATIONAL REQUIREMENTS

- a) Every school visit/study tour must have educational aims and these must be stated in the nature and purpose of the visit/tour.

- b) If a school visit/study tour includes an educational activity, such as an English conversation class, the person(s) conducting such an activity must have relevant teaching qualifications or teaching experience.

A.5 ACCOMMODATION ARRANGEMENTS

- a) When homestay is arranged by the organisation, the organisation will:
 - i) treat any names and addresses of possible host families provided by the school in confidence and will only use such information for that particular school visit/study tour;
 - ii) screen the host family to ensure its suitability to host visit/tour participants. No participant is to be placed in an unscreened or unsuitable homestay;
 - iii) fully inform the host family and the overseas student of their responsibilities and provide them with copies of relevant Education Department policies;
 - iv) provide the principal with the full name, contact address and telephone number of:
 - 1) the coordinator of the school visit/study tour
 - 2) an emergency contact
 - v) provide to each host family;
 - 1) detailed information about the overseas student at least two weeks prior to the arrival of that student;
 - 2) a copy of the overseas student's itinerary;
 - 3) information about the homestay experience;
 - 4) general cultural information if relevant;
 - 5) the name of a contact person who is available 24 hours a day for the host family or the overseas student; and
 - 6) the transport arrangements for the overseas student, including any transport responsibilities of the host family;
 - vi) ensure that a medical release is obtained from the parents of the overseas student, and available, to enable medical treatment to be provided in the event of an accident or illness; and
 - vii) pay each host family a payment in accordance with appropriate commercial rates for homestay.
- b) Where the homestay is arranged through a school:
 - i) (a) the Homestay Family Expression of Interest must be completed and signed;
 - ii) (b) the character references must be checked;
 - iii) (c) the organisation must comply with conditions 5.1 (a), (c), (d), (e) (i), (ii), (iv), (v), (vi) and (f); and
 - iv) (d) the school will comply with conditions 5.1 (b), (c), and (e) (iii). Note: 5.1 (b) will require a Declaration of Convictions from all other members of the household over the age of 18 years.

A.6 INFORMATION AND PAYMENT

- a) The organisation must provide a profile of itself to the principal on signing this document. The profile is to include details of:
 - i) corporate status, if any;
 - ii) any registration or compliance with any Western Australian or Australian regulatory legislation;
 - iii) the principal business of the organisation;
 - iv) ownership and control of the organisation;
 - v) the names, contact details and positions held of the key personnel involved in school visits/study tours; and
 - vi) such other information as may be requested by the coordinator.
- b) A deposit of twenty per cent (20%) of the actual cost is to be paid to the school four (4) weeks prior to the first day of the commencement of a school visit/study tour.
- c) The balance of the actual cost which is outstanding is to be paid no later than the first day of the commencement of the school visit/study tour.
- d) If a booking for a school visit/study tour is made less than four (4) weeks prior to the commencement of the school visit/study tour, the organisation will pay to the school the full amount quoted.
- e) In the event of a cancellation, no refund is payable unless at least one week's notice before the first day of the commencement of the school visit/study tour has been given, in which case fifty per cent (50%) of any amount paid will be refunded.
- f) If the principal considers that the deposit and payment conditions should be varied, and the organisation is in agreement, any new payment arrangements are to be set out in writing and documented as a change to the relevant conditions.

A.7 INSURANCE AND INDEMNITY

- a) The organisation must ensure that all the overseas students are covered by comprehensive travel insurance which is maintained for the whole period of a school visit/study tour.
- b) The organisation must, at its own expense, effect and maintain a public liability insurance policy with a company approved by the department with cover of between \$10m - \$20m for each and every claim and include in the policy the Education Department of Western Australia and the Crown in the right of the State of Western Australia as an additional named insured party. The policy must also contain a cross-liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them.
- c) The organisation must produce evidence to the principal that such insurances have been effected.

A.8 GENERAL

- a) In consideration of being permitted to conduct school visits/study tours the organisation acknowledges and agrees:

- i) to fully and continuously comply with all the conditions of this document for every school visit/study tour it conducts;
- ii) that the Department may, at any time, withdraw its permission for the organisation to conduct school visits/study tours if there is a failure to meet any one or more of the conditions; and
- iii) that the Department may, at any time, withdraw its permission for the organisation to conduct school visits/study tours by giving four (4) weeks written notice to the organisation.
- iv) to pay the principal the following fee \$
- v) to pay each homestay host \$ per student.

Signature/seal/execution by or on behalf of the organisation:

Name: _____

Position: _____

Name of organisation: _____

Date: _____

APPENDIX B ORGANISATION'S PROFILE

Please complete the following information and return it with the signed document:

Name of organisation:

Business address:

Corporate status:

Principal business:

Ownership details:

Contact names(s) for School Visits/Study Tours:

Position:

Contact details:

Please attach copies of relevant documents which demonstrate compliance with Clause 2.3 and 7.0

To be completed by the school.

_____ SCHOOL

HOMESTAY FAMILY EXPRESSION OF INTEREST

TO HOST AN OVERSEAS STUDENT FROM _____ (name of country)

FROM _____ 20 TO _____ 20

To be completed by the family

I/We _____ and _____

(Please print name in full)

wish to express an interest in hosting an overseas student.

RESIDENTIAL ADDRESS: _____

_____ **POST CODE:** _____

PHONE: (H) _____ (W) _____

OCCUPATION(S): _____

Address: _____

Address: _____

CHILDREN:

Name/s	Sex	date of birth	School (if student)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Are there other regular members of your household? Yes No

Please list names and relationship to the family:

Name _____	Relationship _____
_____	_____
_____	_____

How many are aged 18 years or over? _____

FAMILY INTERESTS

Activities you participate in together:

Do any members of the household regularly speak a language other than English?

Yes No

If YES, please specify which person and language:

Person _____	Language _____
_____	_____

What community organisations are you/have you been involved in?

Please note organisation, position held and length of time:

Currently

_____	_____	_____
_____	_____	_____

In recent past

_____	_____	_____
_____	_____	_____



Please outline experience you have had with young people in general:

Do you have any additional comments you would like emphasised?

CHARACTER REFERENCE

Please provide the name, address and telephone number of a leader of a community group in which you participate, or your employer who we may contact in relation to your expression of interest. The referee should be a responsible adult who has personal knowledge of you and be able to speak about your experience with and understanding of the needs of children and young adolescents.

Name

Address

Phone: _____ (H)

_____ (W)

CONVICTIONS

Have you ever been convicted of any criminal offence?

Yes No

Are you currently the subject of any charge pending before a court?

Yes No

If you have answered "yes" to either question, please provide details.

Note: Every person over the age of 18 years living on the proposed homestay residence will also be required to complete and sign this CONVICTIONS section of the form.

I certify the accuracy of the above information.

Please note that a criminal record does not necessarily mean that you cannot host a student.

CONFIDENTIALITY

The information you have supplied is considered confidential and will be destroyed if you are unsuccessful.

.....
<i>Signature</i>	<i>Date</i>

.....
<i>Signature</i>	<i>Date</i>

PLEASE RETURN YOUR COMPLETED FORM TO:

Principal: _____

School: _____

Additional Note

An expression of interest in the homestay does not guarantee student placement.

Thank you for completing this application.

