



OCTOBER 2024

Overseas Travel – School Group Policy and Procedure

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Version 1.2 – 29 October 2024

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1 Purpose

This policy applies to all Tasmanian Government school groups and has been developed to ensure the effective coordination and management of overseas travel. This policy sets out requirements that must be adhered to when school groups travel overseas.

2 Policy statement

The safety of all school groups participating in overseas travel is of paramount importance to the Department for Education, Children and Young People (the department).

The department supports providing opportunities for school groups to participate in overseas travel. This support is contingent upon **clear educational purposes and outcomes**, the availability of resources, and ensuring that school groups are not exposed to unnecessary risk.

Given the distinct and potentially heightened risks associated with overseas travel, travel organisers must clearly identify educational or business purposes for the travel and comprehensively assess and identify associated risks and mitigations.

All travel, even once approved by the Secretary and Minister for Education, may be subject to cancellation or change by the Secretary. This decision may be based on travel advice, including (but not limited to) recommendations provided by the Department of Foreign Affairs and Trade (DFAT).

Please note the following:

- This policy must be adhered to in any instance where school groups are travelling overseas, including circumstances where outside agencies are also involved, for example, World Challenge. This policy supersedes any other school group overseas travel policy or instruction regarding international student travel, including documentation in conjunction with outside agencies such as World Challenge.
- Billeting/Homestays in an overseas context are only permitted in exceptional circumstances. Please see the document – [Billeting Students in Australia and Overseas Guidelines](#) – for further information.

3 Roles and Responsibilities

The following departmental roles and responsibilities are accountable to both the school community, and broader community through the Minister for Education, ensuring appropriate and safe overseas travel.

3.1 Minister for Education, Children and Youth:

- provides final approval of overseas travel through the Overseas Travel Minute.

3.2 Secretary:

- writes to the travel leader of the school group reminding them of the risks and requirements of overseas travel
- writes to the parents of students travelling, advising of the risks and requirements of overseas travel
- provides preliminary approval of the Overseas Travel Minute as outlined in this policy
- provides recommendations to the Minister through the Overseas Travel Minute
- makes the decision (if the need arises) to cancel travel, change the itinerary, or require the party to return home at the earliest opportunity.

3.3 Deputy Secretary, Schools and Early Years:

- provides clearance of the Overseas Travel Minute as outlined in this policy
- provides recommendations to the Secretary through the Overseas Travel Minute
- provides guidance to Director Operations, Learning Services on overseas travel
- assists the Secretary (if the need arises) to make a decision to cancel travel, change the itinerary, or require the party to return home at the earliest opportunity.

3.4 Communication Services

- provides communications advice as per requirements outlined in the Crisis Communications Plan (contained as part of the Overseas Travel Minute).

3.5 Ministerial and Executive Services Unit:

- is the conduit for approval of the Overseas Travel Minute
- provides quality control of the Overseas Travel Minute.

3.6 Director Operations, Learning Services:

- provides advice to schools when there is a change in advisory from DFAT
- provides advice if overseas travel is underway and, during that tour the DFAT advisory changes above Level 1 – Exercise normal safety precautions
- recommends approval for the Overseas Travel Minute
- ensures adherence to this Policy
- confirms Principals have facilitated a briefing with travellers, parents and students to ensure informed consent for travel is given
- ensures that the objectives and aims of the potential travel are consistent with the values of Tasmanian Government Schools
- assists any decision to cancel travel (if the need arises), this includes changing the itinerary, or requiring the party to return home at the earliest opportunity.

3.7 Learning Services (administration)

- provides guidance to school groups on overseas travel
- ensures that timeframes regarding receipt of documentation are met by schools
- manages required documentation as outlined in this Policy
- ensures adherence to this Policy
- collates and forwards Minute and Associated Documentation to Ministerial and Executive Services Unit
- acts as liaison between Ministerial and Executive Services Unit and schools.

3.8 School principals:

- monitor the DFAT travel advice during the school's planning and during the tour
- inform the Director Operations, Learning Services of any changes to DFAT travel advice
- ensure all school groups adhere to any directions issued by the Secretary, Deputy Secretary, Director Operations, Learning Services or any senior department staff while undertaking travel
- ensure adherence to this Policy
- check the Overseas Travel Minute and associated documentation is accurate and complete prior to forwarding to Learning Services.

3.9 School teachers/travel leaders:

- provide the highest duty of care during the travel period for all pastoral matters that concern the health and safety of the school group, such as managing the care, wellbeing and experience of students successfully according to their age, experience and needs
- adhere to all directions issued by the Secretary, Deputy Secretary, Director Operations Learning Services or any senior staff member before and during travel.
- monitor the DFAT travel advisories while planning and during the tour
- must carry a mobile phone at all times, that has data access sufficient enough to enable 24/7 communication and is not reliant on Wi-Fi
- must immediately report and respond to any instances of injury or suspected, alleged, disclosed, or witnessed abuse to a student within the travelling group
- must consider what communication arrangements can be made while on the tour to help families and the school follow the students' progress, for example the school's Facebook site
- must manage required documentation (as outlined in this Policy) between the school and the department
- must have a current Tasmanian [Registration to Work with Vulnerable People](#) (RWVP).

3.10 Parents/carers:

- provide all required consent forms for their child

- ensure that medical conditions are disclosed and that they have sought medical advice from an appropriate medical practitioner prior to travelling.
- (if participating in the overseas travel) must have a current RWVP and assist staff in fulfilling their duty of care to students
- must arrange travel insurance for their child.

3.11 Students:

- adhere to all rules and directions set out by teachers and leaders
- ensure they represent their school, state and country appropriately
- actively participate in the experience
- meet all health and wellbeing requirements to participate in the travel.

4 Requirements for Overseas Travel

An application for Overseas Travel requires the following to be completed:

- [School Group In-Principle Agreement to Travel Overseas form](#)
- [Checklist for the Overseas Travel Minute and Associated Documents](#)
- [Overseas Travel Minute for the Minister](#)
- [Employee Travel Warrant](#) and [School Group Travel Warrant](#).
- [Consent and Medical Form](#)
- Medical Action Plans for students
- DFAT Travel Advice Forms for [employees](#) and [students](#)
- Risk Management Planning document (included within the [Overseas Travel Minute template](#)) – departmental risks, safety and wellbeing risks, and country-specific risks need to be clearly documented. For further advice on country specific risks, refer to [Section 8](#) and [Section 9](#) below.
- Communications Plan (included within the [Overseas Travel Minute template](#)) - the Crisis Communications Plan helps prepare the Minister, Executive Board and the Manager Strategic Media Marketing and Communications with what they should do and say, and who they need to keep informed in the event of a crisis.
- Repatriation Plan (included within the [Overseas Travel Minute template](#)) - the Repatriation Plan is to contain trigger points for making decisions on tour, cancellation prior to travel, and the returning home of individuals when the tour is underway, for example the Department of Foreign Affairs and Trade advisory is above Level 2. The Repatriation Plan is about decision-making before and during the trip. It provides direct guidance, such as "if X happens, the individual will not travel, or the individual will come home immediately".
- Itinerary
- Destination Map

5 School Group In-Principle Agreement

The [School Group In-Principle Agreement to Travel Overseas](#) form must be completed and signed by the Principal, Deputy Secretary and the Secretary before an application for Overseas Travel is submitted. The form must be submitted **at least six months** prior to travel. It is important to note the form is not approval for overseas travel.

6 Overseas Travel Minute

An [Overseas Travel Minute](#) must include the following information:

- Destination of proposed travel.
- Dates of proposed travel.
- Employee/s position within the department and who the travel leader is.
- A list of all participants (teachers, students and any accompanying adult/s). Schools must ensure the male/female ratio meets the requirements within this policy (refer to [Section 12](#)) and the [Off-Campus Activities Planning Procedures](#).
- Confirmation that all adults involved in the overseas travel group have a current Tasmanian RWVP (this is not required for students travelling who are over 18.)
- How the travel came about, for example, awarded scholarship, applied for study course, conference, school trips, and so on.
- Scholarship/Course/Conference, and information (copy of what the organisation has provided or print-out from a website) if applicable.
- Communication considerations such as, when undertaking travel staff will at all times carry a mobile phone that has data access sufficient enough to enable 24/7 communication and is not reliant on Wi-Fi. (refer also to Section 15 in this document).
- Description of the benefit to the department and/or educational value.
- Financial considerations (that is, cost to the department if any relief costs are required and the source of funding).
- Acknowledgement that all travellers with medical conditions have sought appropriate advice from a medical practitioner about travelling risks. Specialists can provide a suitable care plan that will take into account external factors.
- How a critical incident overseas will be managed, such as injury to or abuse (including sexual abuse) of a student. You must list a nominated contact who is to coordinate and provide prompt advice on matters that occur overseas where Tasmanian legislation and departmental policies may not apply (for example, Legal Services, Learning Services, a Student Support Leader or Executive Board member).

All overseas travel documentation must first be sent to the relevant Learning Services office for approval by the Director Operations (refer to [Attachment 1](#)). On receipt of the documents, the Director Operations will consider the application for overseas travel. If recommended for approval, Learning Services will forward to the Ministerial and Executive Services Unit for processing.

7 Ministerial Approval

All overseas travel for school groups requires approval from the Secretary and the Minister for Education.

The application ([Overseas Travel Minute](#) and associated documents) for overseas travel is to be provided no later than twelve weeks prior to the proposed travel departure date to the relevant Learning Services unit. Learning Services will then forward to Ministerial and Executive Services Unit at ministerial.services@decyp.tas.gov.au.

Please be advised that applications received by the Ministerial and Executive Services Unit outside these timeframes will not be progressed. If you are unable to meet the timeframes specified in this policy you are required to contact the Secretary directly via email (at OfficeoftheSecretary@decyp.tas.gov.au) outlining the extenuating circumstances. Based on this information the Secretary will decide whether or not your application should be progressed.

It should be noted that if this timeframe is not met your travel may not be approved.

Once approved by the Secretary and the Minister for Education, Children and Youth, the traveller/s will be notified by email (with a copy to the Principal/Manager and relevant Learning Services officer).

8 Travel Advice

Acknowledgement of the DFAT International Travel Advice form (for all travel participants, including [employees](#), [students](#), and accompanying adults) must be signed and returned to the Ministerial and Executive Services Unit – no earlier than two weeks prior to departure (refer to [Section 9](#)).

9 Monitoring Travel Advice

Overseas travel offers many benefits to participants, however overseas travel is subject to a number of serious risks. That is why the department monitors information from a range of sources, including, but not limited to, travel advice from DFAT.

Once travel is approved, if travel advisories (for example DFAT travel advice) change, or the Secretary determines that the level of risk has changed, the Secretary may cancel travel.

The department adheres DFAT travel advice, which is why the Ministerial and Executive Services Unit requests that the signed DFAT form acknowledging the travel advice be returned no earlier than two weeks prior to departure. This ensures that the approved travel advice is up to date. The Ministerial and Executive Services Unit keeps a register of approved travel.

The Department of Home Affairs (DHA) provides updates on requirements for [entering and leaving Australia](#).

Principals must monitor the DFAT travel advisories and DHA requirements for the duration of the school trip.

Once travel is approved, if travel advisories (including DFAT travel advice) changes, the Secretary may cancel travel, or if already underway, changes may be made to the itinerary; this may include returning home at the earliest opportunity, and any such instructions must be followed. This reflects

the high priority placed on the department's duty of care, failure to do so will result in the initiation of a Code of Conduct investigation under Employment Direction No. 5.

Department employees are covered by travel insurance provided that they follow travel advice. If employees neglect their duty of care by failing to adhere to travel advice, they will no longer be covered by travel insurance.

Below is a summary of some potential risks/issues:

- Terrorism
- Civil Unrest/Political Tension
- Communicable Disease
- Crime
- Local Travel
- Airline Safety
- Natural Disasters
- Local Customs
- Health/Medical Issues
- Drug/Alcohol issues

DFAT (through its [website](#)) issues travel advisories for most countries. Each advisory is headed by an overall advice level. Most countries have one advice level, but some countries have different advice levels for region/s of the country. The travel advisory level for each country (or region/s of a country) is represented below.

The Ministerial and Executive Services Unit may seek additional security advice from the department of Premier and Cabinet, Office of Security and Emergency Management.

Registration of travel is no longer available on the Smart Traveller (<http://www.smartraveller.gov.au>) website. Instead, groups must monitor the site daily to check for issues. If a situation occurs, DFAT will activate a crisis page for that country/region with information regarding what precautions are necessary and recommendations for action.

If a situation does occur, DFAT recommends contacting the 24-hour Consular Emergency Centre by telephone on +61 2 6261 3305 (from overseas), 1300 555 135 (within Australia), or by SMS +61 421 269 080.

The advisory levels reflect DFAT's assessment as to the overall security situation in the relevant country. They also take into account DFAT's assessment of the capacity of the relevant foreign government to deal with any risk.

For a full description of the DFAT advice levels, refer to [Travel advice explained | Smartraveller](#).

The four advisory levels are:	
1. Exercise normal safety precautions	Travel is permitted to countries or regions subject to this advisory level.
2. Exercise a high degree of caution	Travel is permitted only at the Secretary/Minister's discretion. A strong case will need to be put forward for consideration.
3. Reconsider your need to travel	Travel is not permitted to countries or regions subject to this advisory level.
4. Do not travel	Travel is not permitted to countries or regions subject to this advisory level.

Level 1. Exercise normal safety precautions.

DFAT issues an 'Exercise normal safety precautions' advice for a functioning law and order system and stable government – this level indicates an overall security environment similar to a large Australian city.

If school groups propose to travel to a country (or region/s of a country) for which DFAT has issued an 'Exercise normal safety precautions' advisory, such travel will be progressed for approval.

Level 2. Exercise a high degree of caution.

DFAT issues an 'Exercise a high degree of caution' advice when there are numerous or significant risks, such as a weak law and order system (where violent crime is prevalent), or in some cases reflects an underlying volatility where the security environment could change with little warning.

Travel to a country (or region/s of a country) for which DFAT has issued 'Exercise a high degree of caution' advisory, is permitted to attend special events at the Secretary/Minister for Education's discretion. A strong case will need to be presented as to why this risk should be accepted.

For school groups proposing to travel on 'Exercise a high degree of caution' travel advice, consultation must be held with the Director Operations, Learning Services for advice regarding a decision on the appropriateness of the travel before an Overseas Travel Minute is submitted. It is recommended that this is done before significant planning is undertaken.

Consideration should be given to whether expected outcomes from the travel could be achieved in other countries or regions. If a decision is made to proceed with the application, then this will need to be specifically addressed within the Overseas Travel Minute.

Level 3. Reconsider your need to travel.

DFAT issues a 'Reconsider your need to travel' advice if it considers there is a serious and potential life-threatening level of risk, such as ongoing threat of terrorism, frequent incidents of violent crime, ongoing civil unrest, widespread disease, or other safety risks.

The department will not permit school groups to travel to countries or regions subject to this advisory level.

Level 4. Do not travel.

DFAT issues a 'Do not travel' advice if it considers there is an extremely dangerous security situation, such as a high threat of terrorist attack, ongoing armed conflict, violent social unrest, or critical levels of violent crime.

The department will not permit school groups to travel to countries or regions subject to this advisory level.

Change in Advisory PRIOR TO DEPARTURE

If, after travel has been approved, but prior to departure, DFAT changes the advisory in respect to a country (or region/s of a country) to above Level 1 – Exercise normal safety precautions, or if the Secretary determines that the level of risk has changed, the travel must be:

- assessed as per DFAT Level 2 – Exercise a high degree of caution advisory requirements, or
- re-routed so that the itinerary no longer includes travel to any countries (or region/s of countries) which are above DFAT Level 1 – Exercise normal safety precautions advisory, or
- postponed (until such time as the travel organiser can to satisfy their Principal/General Manager Learning Services that the travel will not pose an undue level of risk to the school group – for example, if the travel advisory is changed to reflect a lower assessment of risk), or
- cancelled as a last resort.

Change in Advisory AFTER DEPARTURE

If, while overseas travel is underway, DFAT changes the advisory regarding a country (or region/s of a country) to above Level 1 – Exercise normal safety precautions, or if the Secretary determines that the level of risk has changed, the travel leader must consult with their Principal/Director School Improvement Learning Services to determine whether it is safest to:

- continue with the overseas travel as planned, or
- re-route the overseas travel, or
- return home at the earliest opportunity.

The Travel Leader is required to exercise their own duty of care; however, the Travel Leader must comply with any directives issued by the Director Operations, Learning Services (and other senior staff).

The Director Operations, Learning Services will consult with the Deputy Secretary Learning and keep them informed at all times. The Deputy Secretary Schools and Early Years will ensure the Secretary, the Ministerial and Executive Services Unit and Communications Services are kept up to date.

10 Duty of Care for School Groups

The department must ensure school groups are adequately supervised on travel tours, with many requirements to be met beforehand including the following:

- Schools must communicate to parents that travel is subject to DFAT travel advice (refer to [Section 8](#)) and the department reserves the right to request that the travel arrangements be revised or cancelled if there is an unreasonable risk to those travelling.
- At least one department employee must travel on all school tours, with schools having the option to travel with more (refer to [Section 12](#)).
- Any adult, such as accompanying adults travelling must have a current Tasmanian Registration to Work with Vulnerable People prior to travel. For further information on this please see the [Registration to Work with Vulnerable People Policy](#).
- Assessment of the capabilities and needs of the students involved, including their physical and emotional maturity must also take place.
- Consideration must also be given to the gender balance among the school group and its implications for staffing (refer to [Section 12](#)).
- An evaluation of the skills, knowledge and experience of all employees involved and their capacity to manage emergency situations, including relevant first aid qualifications.

11 Safeguarding Students

Safeguarding students from injury, harm and abuse (including child sexual abuse and grooming) is the paramount responsibility of all persons involved in the planning and delivery of overseas travel of school groups. Everyone responsible for supervising students during overseas travel must take reasonable precautions to prevent and respond to injury, harm and abuse, including:

- ensuring all adults involved in the trip are aware of their responsibilities to provide a safe environment for students and have completed any training deemed necessary by the department prior to travelling.
- briefing students about group and personal safety strategies, including age-appropriate information about boundary-setting, harmful sexual behaviour, and abuse (including child sexual abuse and grooming).
- limiting or removing situations where a student would be with a supervising adult one-on-one.
- calling out unacceptable/concerning behaviours by adults or students in the travel group.
- reporting instances of abuse and other criminal behaviour to the relevant authorities and seeking advice from the Australian Consulate or High Commission as required.
- In the case of a critical incident, following critical incident management procedure outlined in the Travel Minute.

All instances of injury or suspected, alleged, disclosed, or witnessed abuse – including child sexual abuse and harmful sexual behaviour – must be immediately recorded and reported to the nominated contact listed in the Overseas Travel Minute (for example, Legal Services, Learning Services, a Student Support Leader or Executive Board member). This will enable the department to coordinate prompt advice on matters that occur during overseas travel where Tasmanian legislation and departmental policies may not apply.

12 Student to Adult Ratios

- The ratio of students to adults will vary according to the location, age of students, program and other conditions such as the weather, duration of the tour and the nature of the activities involved.
- In most situations, a minimum of one adult to every eight students is required. The ratio of teachers to adult volunteers should be at least two to one.
- For single gender groups, at least one department staff member, of at least teacher level, must be of the same gender.
- Mixed gender groups must have at least one male and one female department staff member, of at least teacher level, accompanying the group.
- Where it is deemed appropriate, adult parents or carers of any gender who hold a current RWVP may accompany the school group.
- Any adult parents/ carers accompanying the school group as a volunteer must complete any training the department deems necessary prior to departure.
- If the school experiences difficulties meeting the staff gender requirement, the Principal must contact the relevant Director Operations, Learning Services, to discuss.
- For further information refer to the [Off-Campus Activities Planning Procedures](#).

13 Eligible Students

- Travel groups can only include students attending non-government schools if a participating non-government teacher/s is participating. Any application that includes non-government students must specifically detail parent/guardian agreed communication and repatriation considerations for these students, what emergency processes, and lead personnel/contacts.

14 Informed Consent

- Parents and carers must be provided with full details of the planned travel well in advance of the date to enable them to make an informed decision about their child's participation.
- For all school group travel, the Principal must utilise department resources and facilitate a briefing for all travellers (and parents and carers of students), reviewing the risks and the proposed risk management treatments. This is to ensure all travellers are making fully informed decisions to proceed with travel or otherwise.
- This meeting must take place prior to the Overseas Travel minute being submitted to the Ministerial and Executive Services Unit.

15 Email Access (Outlook)

The Tasmanian Government has implemented a block on access to Office365 Outlook (full client and Web Access (Outlook)) from outside Australia, except to whitelisted¹ users to increase the security of the email service.

By default, all users are blocked from accessing Outlook from overseas. This means you will not be able to access your department email via the <https://www.office.com> Outlook web access.

If you are travelling overseas, to access email via Outlook you will need to log a request with the ITS Helpdesk at <https://help.education.tas.gov.au> to enable your account to be added to the whitelist. Once you return from overseas, your account will be changed again and removed from the whitelist so that your account is more secure.

16 Travel Insurance

Employee/s of the department (undertaking work responsibilities) are covered by insurance. The insurance will not cover students or accompanying adults (unless they are a spouse or dependent of the departmental employee).

In the email confirming your travel has been approved, you will receive advice from the Ministerial and Executive Services Unit regarding travel insurance. The Ministerial and Executive Services Unit will provide you with an electronic copy of the business travel insurance schedule and letter.

17 Authorised Class of Travel

All travel must be economical and travel arrangements as efficient as possible. The following limits apply to the class of travel:

- Heads of Agency (and other officers with a relevant provision in their contract of employment) – up to business class.
- Other officers and employees – economy class, unless specific approval is given by the Head of Agency.

18 Additional Staff Leave

If an employee decides to take recreation or long service leave before or after their work-related duties while overseas, the employee is responsible for any additional costs incurred by the department as a result, including Fringe Benefits Tax. For further information please contact the Director Finance and Budget Services by telephone on 6165 5657.

Any additional leave will need to be approved by the employee's manager in accordance with the department's [Attendance and Leave](#) requirements. The operational needs of the team/site will be taken into consideration when determining whether to approve additional leave.

¹ A user has been pre-approved to use a specified application or program.

19 Risk Management

The department is averse to risks that have the potential to impact negatively on the safety and wellbeing of students and workers. Travel Leaders must identify, assess, manage, and monitor identified risks to student/staff safety and wellbeing, including implementing actions to reduce those risks and avoid harm.

It is essential for travel leaders to complete a Risk Management Plan (including the Crisis Communications Plan and Repatriation Plan). These documents form part of the Overseas Travel Minute.

Travel Leaders must base their risk planning on the specific risks of travelling to a destination in the context of the students in the school group. This is to include consideration of risks to student wellbeing and safety while overseas, such as:

- allergies
- access to medical facilities
- missing person(s)
- maltreatment or abuse (including child sexual abuse and harmful sexual behaviours).

Risk Management plans will not be accepted if the individual needs of staff and students have not been considered and addressed in the plan.

On all trips, at least one participating staff member must have a current First Aid Certificate. If there is any type of water activity included on the itinerary (including cruises or other commercial water activity) then at least one staff member must have a current Perform Basic Water Rescue qualification.

Advice and support on the development of the Risk Management Plan is available by contacting whs@decyp.tas.gov.au

20 Amendments to Documentation

If there are amendments, for example, changes to dates, employees/students travelling, it is a requirement that the Ministerial and Executive Services Unit is advised (ministerial.services@decyp.tas.gov.au) so these can be recorded for insurance purposes.

21 Related policies

- [Overseas Travel Policy](#)
- [Tasmanian Government Overseas Travel Policy and Guidelines](#)

22 Related procedures

- [Duty of Care for Students on Departmental Educational Sites Procedure](#)
- [Mandatory Reporting Procedure](#)

- [Off-Campus Activities Planning Procedure](#)

23 Supporting information/tools

- [Billeting Students in Australia and Overseas Guidelines](#)
- [Checklist for the Overseas Travel Minute and Associated Documents – School Groups](#)
- [Employee Travel Warrant](#)
- [International Travel Advice Form for Employees \(DFAT\)](#)
- [International Travel Advice Form for Students \(DFAT\)](#)
- [Major Excursion Consent and Medical Information Form – Off Campus Excursions](#)
- [School Group In-Principle Agreement to Travel Overseas Form](#)
- [School Group Travel Warrant](#)
- [Step by Step Guidance for Concerns, Information and Incidents of Child Abuse](#)

24 Definitions

Abuse or neglect

Any or all types of physical abuse, emotional abuse, psychological abuse, sexual abuse, exposure to domestic and family violence, and neglect.

Child sexual abuse

Any act (including grooming) that exposes a child to, or involves a child in, sexual processes that are beyond their understanding, are contrary to accepted community standards, or are outside what is permitted by law.

Concerning or unacceptable behaviour

Examples of behaviour that may indicate a child or young person is being abused (including being groomed) or at risk of abuse, includes things such as:

- staff regularly transporting students one-on-one
- staff or young person making derogatory comments about a child's gender or sexuality
- staff friending students on social media
- an adult or child acting aggressively towards another child, including handling them in an overly rough manner
- excessive and targeted criticism of a child
- staff making sexualised comments, jokes or innuendo
- staff offering work opportunities to students
- an adult or young person threatening or exhibiting sexualised behaviour toward another child
- staff providing temporary accommodation to students at their own home
- staff unnecessarily touching students or children

- a child hugging, kissing or touching another child without their consent or indication that the touch is wanted
- professional boundary violations, including those listed in the Professional Standards for Staff Guidelines and the Teachers Registration Board supporting documents
- any behaviour that has the potential to harm children and young people, or that cause any person to feel unsafe, uncomfortable or doubt the motives of the perpetrator.

While not all the above behaviour will indicate child abuse is occurring, or has occurred, it is important to report all behaviour so that a full picture of a person's behaviour is recorded centrally.

Grooming

Any online or in-person behaviour intended to manipulate and control a child, their family, kin or carers, or other support networks or organisations, with the aim of gaining access to the child, obtaining the child's compliance, maintaining the child's silence, and/or avoiding discovery of sexual abuse. Grooming may be difficult to identify and can be done by people already known to the child, including by a family member, kin or carer.

Harmful sexual behaviour

Developmentally inappropriate sexual behaviour displayed by children and young people that may be harmful or abusive, encompassing a range of behaviours, from problematic to abusive, that are directed towards other children, young people or adults, and that may be harmful to those displaying the behaviour as well as those to whom it is directed.

Overseas travel

Travel outside of Australia by Tasmanian Government school groups.

Parent

Includes a guardian or other person having the care and control of a child.

Volunteer

A person who freely offers to take part in an organisation or undertake a task.

School group

Teacher/s and student/s undertaking overseas travel as part of their learning program.

Authorised by: Tim Bullard, [Secretary](#)

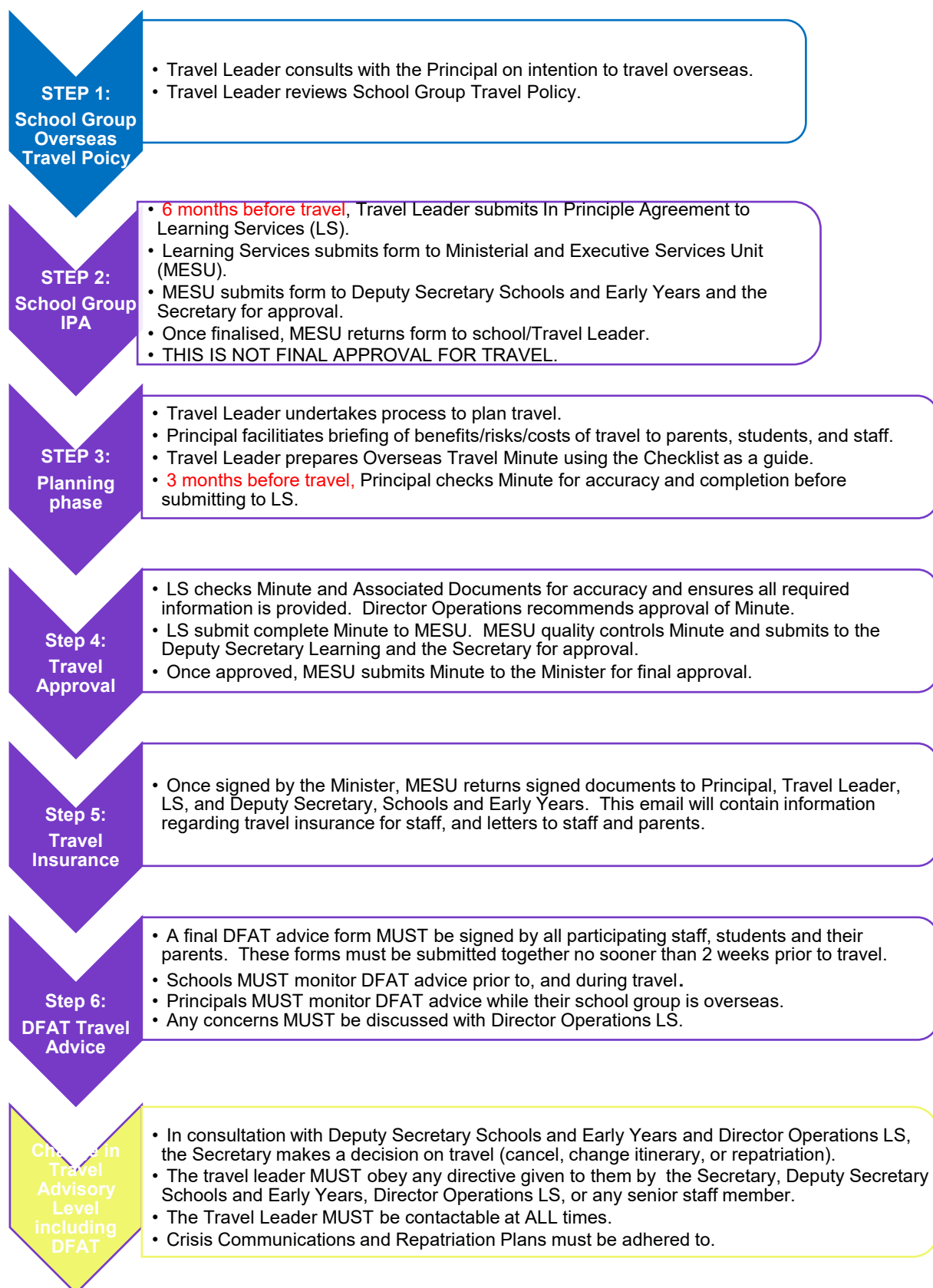
Contact: Learning Services Learning.Services@decyp.tas.gov.au

Last significant review: 24 April 2024

Review due: 24 April 2025

This document replaces: Overseas Travel School Group Policy v1.0 (2018)

Attachment 1. Approval Flowchart for School Groups



Attachment 2. Chain of Command

The following diagram outlines the line of command for decisions to be made during overseas travel. As outlined in the Overseas Travel Policy all directives to department employees participating in overseas travel must be adhered to:

