



CHAPERONE APPLICATION FORM [PART A]

Japanese Immersion #Tokyo Study Tour

December 2018 school holidays

Nominations close Wednesday 28 March 2018

ELIGIBILITY

To be eligible to apply for the 2018 Japanese Immersion #Tokyo Study Tour, the applicant must:

- be a registered teacher in a Queensland state (or college/academy)
- be an Australian citizen, permanent resident of Australia or New Zealand citizen residing in Australia
- be in good health and fit for international travel, in accordance with the terms of cover under the *Group Medical Conditions (group policies)* listed by [GoSafe Travel Insurance](#)
- disclose personal information where required for travel and health insurance purposes to ensure that adequate cover is purchased
- be willing to abide by the [Queensland Code of Ethics for Teachers](#)
- be willing to abide by the laws of the country they visit
- be willing to abide by the rules and conditions of the tour including those of any host family and host school
- be prepared to advise the Department of Education and Training (the Department) of any changes that may affect participation (e.g. health, family or school issues)
- be willing to participate in all activities arranged by the organisers
- be available for onsite pre-departure and post-arrival chaperone duties on dates to be confirmed in December 2018 and if required
- be available to travel in December 2018 (dates TBA)
- organise and participate in a pre-departure briefing
- have (or be willing to obtain) a current and valid passport with at least six months' validity from December 2018
- accept the conditions outlined in the privacy statement of this Chaperone Application Form [Part A] and the Project Consent Form [Part B]
- meet all the requirements of the Role of the Chaperone [Part C] and the Conditions of Entry and Tour Rules [Part D] of the program to be eligible to apply.

Teacher name:	School name:
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Privacy Notice

Personal information is being collected in this form for the purpose of organising, planning and supervising the Japanese Immersion #Tokyo Study Tour. Should you be selected to be a chaperone for students on this tour, the information you provide will be used to ensure that you can safely participate in the planned itinerary, can discharge your obligations for the care and supervision of students on the tour and that any medical conditions you have can be appropriately accommodated. The information collected on this form will be used to assist the Department to discharge its duty of care to you, other chaperones and the students on the tour. In the event of an accident, your illness or incapacity on the tour, Departmental supervising staff, or other chaperones may be responsible for obtaining medical treatment for you. The information in this form may be provided to assist and inform health professionals treating you if required. The information on this form will be used by authorised employees of the Queensland Government involved in organising the tour. The information may be disclosed to insurance organisations for the purpose of arranging travel insurance for you. Relevant information will be disclosed to other chaperones on the tour

The information will not be used or disclosed for any other purpose without your consent unless the use or disclosure is required or authorised by law. If you have any questions or concerns about the collection, storage, use or disclosure of the information, please contact the Project Officer on 07 3513 5729.

SECTION ONE

APPLICANT DETAILS

Name	Surname			
	Given Name/s			
Date of birth	DD/MM/YYYY			
Citizenship	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> New Zealand Citizen residing in Australia			
Address	Street			
	Town/Suburb/City		Post Code	
Phone number	Work:	Mobile:		
School address	Street			
	Town/Suburb/City		Post Code	
Email address	School			
	Private			
Queensland College of Teachers registration number				
Do you have a current exemption card from the Queensland Government? (refer http://www.bluecard.qld.gov.au/index.html)	<input type="checkbox"/> Yes (please attach a copy) <input type="checkbox"/> No, I agree to apply for an exemption card if I am selected as a chaperone			
Student protection training	<input type="checkbox"/> Yes I completed training on / / <input type="checkbox"/> No, I agree to complete the training if I am selected as a chaperone			
First aid training	<input type="checkbox"/> Yes	If yes, what level:	<input type="checkbox"/> No	
Position Title				
Teaching Specialisation/s				
Japanese Language Speaker	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Teacher name:	School name:
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Current Teaching Program/s			
Subject	Year Levels	Student numbers	Hours per week

PASSPORT DETAILS (attach scanned copy of passport photo page)

Name as appears on Passport			
Passport Details	Number		Expiry Date
Country of Issue		Nationality	
<input type="checkbox"/> I do not have a passport however, if selected, I agree to apply for my passport upon notification of selection (attach scanned copy of birth certificate) NB: Successful applicants will require a passport no later than one month after advice of acceptance into the program			

SPECIAL REQUIREMENTS

<p>Please consider the information you have provided and all information about the tour and provide details of any special requirements you may have for the tour if your application is successful. For example: adjustments for impairment; mobility aides or assistance; religious requirements; medical conditions; dietary requirements (such as allergies, halal, vegetarian, gluten free); any special requirements for air travel or accommodation. If you do not have any special requirements, please indicate N/A below. <i>Further information may be requested to assess if and/or how your special requirements can be accommodated on the tour.</i></p>

Teacher name:

School name:

MOTIVATION FOR APPLYING

Why do you wish to participate in this program? (Response 50 words minimum – 300 word maximum)

How do you envisage this trip will benefit you, your students and your school community? (Response 50 words minimum – 300 word maximum)

PREVIOUS TRAVEL EXPERIENCE

Please outline previous international travel indicating year, place and purpose (business, leisure, chaperoning group)

Year	Country	Purpose

Teacher name:

School name:

Please outline what you think are key responsibilities for chaperones when accompanying students overseas. You may outline how you have undertaken the task previously.

INFORMATION TECHNOLOGY EXPERIENCE

Provide evidence of demonstrated experience in information technology items such as running web conferences, utilising Dropbox (or similar file sharing programs), developing presentations, taking quality photos/videos for uploading to social media and the use of various equipment (iPads, etc.)

RECENT PROFESSIONAL DEVELOPMENT

Outline professional development undertaken and/or delivered over the last five years

CHAPERONE POSITION

With reference to Role of the Chaperone [Part C], indicate which chaperone role you would like to be considered for. Please note additional specific chaperone roles will be allocated based on skills. You may tick more than one option.

General chaperone

Lead chaperone

Teacher name:	School name:
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SECTION TWO

ENDORSEMENT AND DECLARATION BY PRINCIPAL

Statement of support for teacher’s application (Response 50 words minimum – 300 word maximum)

The principal must disclose all information known to them that is relevant to the applicant’s ability to undertake the responsibilities and duties of the chaperone and to the work history of the applicant. The applicant will be representing Queensland and will be responsible for the health and welfare of the students. In providing your endorsement for this application, please consider the teacher’s experience, knowledge and contribution to your school community. Include your knowledge of the teacher’s ability to possess:

- empathy, humility and ability to provide pastoral care to a group of students
- intercultural awareness and a passion for global citizenship
- significant leadership qualities
- the openness and confidence to explore new ideas and experiences
- self-discipline and resilience
- suitable character to represent Queensland in dealing with international partners
- a desire to undertake professional development for future career opportunities.

If relevant information about the applicant comes to your attention after you have supplied this endorsement, or you are aware of any issues that may prevent this applicant from successfully participating in this tour program, you are obliged to promptly provide this information to internationalservices@det.qld.gov.au

I will provide the necessary time release if the applicant is selected and will negotiate teacher replacement scheme arrangements with International Services, DE International, if required.

Principal Signature		Date	
Principal Name (please print)			
Contact Details	Phone		
	Email		

Teacher name:	School name:
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SECTION THREE

DECLARATION OF APPLICANT

By signing below, the applicant declares:

- I have read and understood the Privacy Statement in this Chaperone Application Form [Part A]
- I have read, understood and signed the Project Consent Form [Part B]
- I have read, understood and agree to the Role of the Chaperone [Part C]
- I have read, understood and agree to the Conditions of Entry and Tour Rules [Part D] and, if selected for the tour, agree to comply with these rules
- I have read the [Queensland Code of Ethics for Teachers](#) and, if selected for the tour, agree to abide by the code
- I understand that any breach of these rules may result in my employer being informed and the employer may decide to take further action
- I am an Australian citizen, permanent resident of Australia, or New Zealand citizen residing in Australia
- I am available to travel in December 2018 (dates TBA)
- I am medically fit for international travel, in accordance with the terms of cover under the *Group Medical Conditions (group policies)* listed by [GoSafe Travel Insurance](#) and will inform the organisers if my health changes such that I am not medically fit to travel
- All information provided in this Chaperone Application Form [Part A] is true and accurate to the best of my knowledge.

Applicant Signature		Date	
Applicant Name (please print)			

CHECKLIST	CONTACT
<p>Completed:</p> <ul style="list-style-type: none"> • Chaperone Application Form [Part A] ensuring any special requirements are shown or indicated N/A in Section One <input type="checkbox"/> • Project Consent Form [Part B] <input type="checkbox"/> <p>Have read:</p> <ul style="list-style-type: none"> • Role of the Chaperone [Part C] <input type="checkbox"/> • Conditions of Entry and Tour Rules [Part D] <input type="checkbox"/> <p>Attachments to be provided:</p> <ul style="list-style-type: none"> • Copy of passport photo page (if available) <input type="checkbox"/> • Copy of birth certificate (if you do not have a passport) <input type="checkbox"/> • Copy of current exemption card (if available) <input type="checkbox"/> 	<p>Mr Justin Roberts Project Officer DE International T (07) 3513 5729 E internationalservices@det.qld.gov.au</p>

Please email completed forms and attachments to internationalservices@det.qld.gov.au

Nominations close Wednesday 28 March 2018



1 I GIVE CONSENT

On behalf of the individual identified in Section 6 of this Consent Form (the **Individual**), the person or persons signing this Consent Form (the **Signatory**)* grant consent to and license the Department of Education (the **Department**) and any other Department or Agency of the State of Queensland (the **State**) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Project Details section of this Consent Form (**personal information**); and
- copyright material, including their written, artistic or musical works or video or sound recordings (**Individual work**), created in connection with the Project identified in the Project Details section of this Consent Form.

The Signatory also irrevocably and unconditionally consents to the Individual being attributed or not attributed as the author of the Individual work in a form and manner acceptable to the Department or the State.

Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 **and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.*

2 FOR THE PURPOSE OF

This consent only applies to the Department and the State using, including recording or disclosing, the Individual's personal information or Individual work, and permitting other persons to do so, for:

- the purposes identified in the Project Details section of this Consent Form;
- the purposes of public relations, promotion, advertising, media and commercial activities concerning the Project. This only includes via the internet, iTunes U and Social Media Websites if the relevant website is identified as a permitted website for the Project in Section 5 of this Consent Form; and
- where the material is uploaded to iTunes U, a Social Media Website or other website,
 - any purposes, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.

3 FOR THE DURATION OF

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 7 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

4 I UNDERSTAND THAT

- '**Project**' means the project described in the Project Details section of this Consent Form.
- '**Use**' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and via the internet, iTunes U and Social Media Websites,in whole or in part, and to permit other persons to do so.
- The Signatory or the Individual will not be paid for giving this Consent or the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work in the Project (subject to any limitations on revocation in those consent forms).



to use copyright material, image, recording, name or personal information

- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information or Individual work, copyright or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis. The definition includes (without limitation) the following websites currently managed by the Department:
 - Facebook: <https://www.facebook.com/pages/Queensland-Department-of-Education-and-Training/136384799716300>
 - YouTube: <http://www.youtube.com/user/DETQueensland>
 - Twitter: <http://www.twitter.com/QLDDET>
 as amended or replaced from time to time.
- 'iTunes U' is an online digital content download service operated by Apple Pty Ltd or its affiliates for the purpose of enabling educational institutions to make educational materials and other content available through Apple's iTunes software. The definition includes (without limitation) the following iTunes U Site currently operated by the Department:
 - DETE 2 Go: [<http://itunes.apple.com/institution/department-education-training/id413610423>]
- This consent only extends to the Social Media Websites and other websites specified in the Project Details section of this Consent Form.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

5 PROJECT DETAILS

Name and description of Project: 2018 Japanese Immersion #Tokyo Study Tour

Description of what is to be made, used, retained or reproduced:

Individual's copyright material Individual's name Individual's image Individual's recording

Image or recording includes photographs, videos, films or sound recordings of the Individual.

Description of copyright material, image, recording or other personal information:

- photographs of the individual;
- film/video footage and audio which includes the individuals's image, voice and/or performances;
- work produced by the individual for the purpose of the tour/exchange
- written material made by the individual about the tour/exchange;
- text and artwork in travel diaries and journals kept by the individual for the tour/exchange.



Description of the purpose for which the personal information or Individual work is required (i.e. details of the nature and scope of the use of the personal information or Individual work), and the medium of reproduction (e.g. paper, electronic or other form). How will the personal information or Individual work be made, used, retained or reproduced, and will it be distributed, disclosed, published or communicated to any third parties or to the broader public (e.g. on the internet)?

Photographs, images, voice recordings or personal information may be used for publishing purposes after the completion of the program.

Description of the timeframe during which the Individual's name, image, recording or Individual work is required (e.g. Is it for one-time use? For what date or dates?):

Ongoing from date of signature, unless revoked in accordance with Section 3 of this Consent Form.

Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual's personal information or Individual work:

Project Officer, International Services, DE International

Name that should be used in association with the Individual or the Individual's image or Individual work:

Full name First name only No name Other:

Will the Individual's personal information or Individual work be published on the iTunes U Site, a Social Media Website or another website (i.e. permanently published to the public)?

Yes No

If yes, which of the websites below (as amended or replaced from time to time) will the Individual's personal information or Individual work be published on:

Facebook Page:

<https://www.facebook.com/pages/Queensland-Department-of-Education-and-Training/136384799716300>
The Department's Facebook page is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its Facebook page.

YouTube Channel:

<http://www.youtube.com/user/DETQueensland>

The Department's YouTube channel is publicly accessible by all internet users. The Department may share videos related to the Department's programs, activities and initiatives (including the Project) with users through its YouTube channel. The Department does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the Department's settings.

Twitter Profile:

<http://www.twitter.com/QLDDET>

The Department's Twitter profile is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its Twitter profile.

iTunes U Site:

[<http://itunes.apple.com/institution/department-education-training/id413610423>]



The Department's iTunes U Site is a dedicated store on iTunes U which provides online digital educational materials and other content for download. It is publicly accessible by all internet users who have established an iTunes account. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its iTunes U Site.

Official Websites:

<http://dete.qld.gov.au>

<http://education.qld.gov.au>

<http://training.qld.gov.au>

The Department's official websites are publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its official websites.

Other:

Provide a short description, and the website address, of the other website/s:

- *Queensland Government website referred to as QGov: <https://www.qld.gov.au/>*
- *LinkedIn: <https://au.linkedin.com/>*
- *The Learning Place is DET's secure eLearning environment providing access to an innovative range of digital resources and eSpaces for teaching and learning, collaborating and networking. <https://staff.learningplace.eq.edu.au>*

6 DETAILS

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Name of Individual

Address of Individual

Name of organisation or school (at which the Individual is enrolled, employed, or works as a volunteer, if any):

Signature of the Individual (if over 18 years of age, or if under 18 years of age **and** capable of understanding and giving this consent)

Date

Signature of the parent or guardian (required if the Individual is under 18 years of age)

Date

Name of signing parent or guardian

Address of signing parent or guardian

7 NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact:

Justin Roberts, Project Officer, International Services, DE International

E: internationalservices@det.qld.gov.au

Ph: (07) 3513 5729

8 INFORMATION**What is this consent for?**

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for the purposes specified in the Project Details section of the Consent Form. This consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including iTunes U and Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on websites, including iTunes U and Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a website for any purpose and without the consent or knowledge of the Department, the State or the Individual.

Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a website if the Individual or the Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a website, that material will be governed by the privacy policy and terms of use of the relevant website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a website which is not under the direct control of the Department, for example, iTunes U and Social Media Websites.

What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.



This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Consent Form.

What if I give my consent and later change my mind?

The consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 7 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to iTunes U, a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with the consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the relevant organisation or school.

ROLE OF THE CHAPERONE [PART C]

Overall

- Chaperones are to be courteous to and respectful of supervising staff, other chaperones, student participants, tour guides, transport and accommodation providers and all other persons involved in the tour.
- Chaperones are to be considerate of the general public at all times and respect local customs and values.
- Chaperones are to maintain positive, professional relationships with supervising staff and chaperones participating in the tour and should follow all lawful directions of the lead chaperone and be punctual at all times.
- Chaperones are to encourage student participation in all activities.
- Chaperones will ensure they note the departure of students from the group and their return and conduct regular roll calls.
- Chaperones should attend all arranged meetings and meals of the tour group (e.g. each morning, to receive information and instructions regarding the day's activities).
- Chaperones must adhere to the laws and lawful directions of local authorities, such as police and military, at all times in the country/ies visited during the tour.
- Chaperones must not consume alcohol, take any illicit drugs or take any medication or substance which may impair their capacity to drive a motor vehicle or make decisions about a student's medical treatment.
- Chaperones are not to engage in sexual relations with other persons on the tour.
- Chaperones are not permitted to smoke in front of students or indoors.
- Chaperones are not to engage in behaviour that a reasonable person would consider inappropriate and are to provide a model of good behaviour for the students to follow.
- Chaperones are reminded that it may not be appropriate to use digital devices at specific times such as at monuments of cultural significance or in places of religious significance. In cultures where covering is part of the culture, the taking of photos without permission is considered highly insulting. Close up photos of any individuals or small groups must only be taken with the express permission of the subjects in the photo.

Chaperone duties

- Chaperones will be expected to dedicate personal time (before, during and after the tour) to coordinating various components of the study tour. Duties will include assisting in developing the detailed itinerary, running web conferences with participants (including the pre-departure cultural, safety and travel briefings), developing and maintaining relationships with the selected students, undertaking any necessary training and demonstrating the necessary information technology skills to fulfil the duties as a chaperone.
- Successful chaperones may be requested to assist in the shortlisting process of the student applications.
- Successful chaperones are to be available for onsite pre-departure and post-arrival chaperone duties in December 2018, if required. (dates TBA)
- There will be one lead chaperone and one general chaperone appointed.
- The lead chaperone will lead all aspects of the tour, lead liaison with the department, ensure overall safety of the group, including planning and arranging the roles of the chaperones. The lead chaperone will have extensive previous experience in arranging and leading study tours.
- General chaperone duties may include extensive information technology tasks, photography, student and parent liaison, preparing tour documentation. General chaperone will be overseen by the lead chaperone.

Students

- Chaperones are responsible for the health, safety, well-being and security of the students participating in the tour for the full duration of the tour, at all times.
- Chaperones must be supportive at all times of students and refrain from unnecessary physical contact with the students.
- Chaperones must consider the health and well-being of the students in their care and act in the best interests of the students at all times.
- Chaperones may be responsible for obtaining and consenting to medical treatment for students (in the event this is required).

- Chaperones may be required to administer first aid or medication to a student or assist a student to administer their medication.
- Chaperones must be considerate of the varying maturity and ability levels of students during all tour activities.
- Chaperones are to ensure the students under their supervision understand the standards of conduct expected of them for the duration of the tour.
- Chaperones must apply the agreed (as agreed by the chaperones) disciplinary consequences to students who breach the [Queensland Code of School Behaviour](#). Such consequences should be administered fairly and consistently.

Airport

- Chaperones are responsible for the safe keeping of their own passports, visas and other travel documentation whilst in transit in a passport wallet/lanyard (supplied by the Department) to be worn around their necks.
- Chaperones must keep a photo copy of their passport information in a location separate to their own passport. Lost documents must be reported to the Project Officer at the first available opportunity.
- Chaperones must ensure that students do not leave the tour group unless accompanied by two or more members of the tour group or a chaperone. Chaperones are responsible for tracking departures of students in their group and ensuring all students are accounted for when boarding or leaving aircrafts.
- Chaperones must ensure that their group is ready in a timely fashion and have appropriate documentation to board all flights. Group is to wear the supplied lanyard and name tags.

Buses / Cars / Boats / Planes / Bicycles

- Chaperones must ensure that all students' board buses / boats / planes at the appropriate times and all students' wear seatbelts / life jackets (if directed to) and safety helmets when/if provided and behave appropriately whilst travelling.

Meals

- Chaperones must be in close proximity to any students from their tour group who have severe food allergies at all meals and be prepared to administer first aid.

Accommodation

- Chaperones must advise the other chaperone/s if they venture away from their accommodation at night.

Touring

- Chaperones should not take students of the opposite gender to the toilet or put themselves in a compromising position where their actions may be hard to defend, unless in an emergency and a chaperone of the opposite gender is not present. In this case, chaperones would accompany the student to the toilet but not enter. Chaperones should avoid, where possible, entering the rooms of students who are alone.
- If chaperones wish to take their chaperone group outside the official touring (e.g. shop to purchase snacks), then they must seek the permission of the lead chaperone and provide details of their plans.

Health / Wellbeing / Safety

- All chaperones must have current certification in Level 2 First Aid.
- Chaperones who have any difficulties of a personal, financial or social nature should speak to the Project Officer so that they can be addressed.

CONDITIONS OF ENTRY AND TOUR RULES [PART D] - CHAPERONE

Who can enter?

- The applicant must be a registered teacher in a Queensland state school and must maintain that registration for the duration of the tour.
- Applications must be received by Wednesday 28 March 2018. Late applications will not be accepted.

Entry procedures

- The applicant must submit a completed and signed Chaperone Application Form [Part A] and Project Consent Form [Part B].
- Only one teacher may be nominated by each school.

Judging criteria and process

- The selection panel may select participants based on the Department of Education strategic priorities which may include distributing opportunities for overseas travel evenly throughout the Department's service delivery regions.
- The selection panel may select participants with consideration to the number of trips undertaken to Japan by the applicant in the previous three years.
- The decision of the selection panel will be final, no correspondence will be entered into after the results are announced and there is no appeal process.

The Tour

- The Department will meet the chaperones' tour expenses including travel (including visa and airport taxes), travel insurance, accommodation and meals.
- Chaperones' personal expenses including excess baggage, passport costs, vaccinations and any excess payable for claims made against the travel insurance policy must be covered by chaperones.

Other conditions

- Successful applicants must be prepared to feature in media and promotional activities - see Project Consent Form [Part B] which must be completed, signed and submitted at the time of entry. Applicants may revoke their consent at any time as per the provisions of the project consent form, however they may no longer be considered for the tour. If a selected chaperone revokes their consent, their participation in further aspects of the tour may be terminated by the Department.
- At the Department's discretion, the tour is subject to change in itinerary and/or cancellation in the event there are unforeseen circumstances, e.g. safety concerns. In the event a chaperone is denied a visa or passport, they will not be able to travel or may not be able to enter particular countries and will need to return home.
- Successful applicants must have a passport with validity of at least six months from 31 December 2018. Successful applicants may organise the required passport when they are notified they have been selected as a chaperone.
- No responsibility will be taken for incomplete, late, misdirected, damaged or lost applications.
- The Department reserves the right, at any time, to verify the validity of an entry or disqualify an application that is not in accordance with these conditions of entry.
- If you are successful you will be required to keep the Department informed of any relevant changes to the information you have supplied (for example, if any of the contact details or medical information changes).
- The tour is not for the purposes of:
 - personal tourism by the chaperone prior to, in the middle of, or at the end of the tour
 - unsupervised independent side trips by the chaperone at any time
 - meeting with family and friends in the country they are visiting prior to, in the middle of, or at the end of the tour.

TOUR RULES FOR SUCCESSFUL APPLICANTS

Before the tour I agree:

- it is my responsibility to:
 - arrange and pay for a passport that is valid with at least six months' validity from 31 December 2018 and ensure there are no restrictions on me travelling to the tour destination.
 - seek medical advice about and pay for any vaccinations
 - pay for any incidentals that may arise in connection with the Japanese Immersion #Tokyo Study Tour (including excess baggage fees, personal expenses, any excess payable for claims made against the travel insurance policy, spending money)
 - arrange transfers to and from Brisbane (this is only applicable to chaperones located within reasonable driving distance to Brisbane. Chaperone's domestic flights will be paid for, where required)
- to supply a copy of my passport to the organisers upon request
- to supply the completed Chaperone Medical Information and Acceptance of Liability for Medical Costs Form [Part E] when requested
- to promptly advise organisers of any changes to information supplied on Chaperone Application Form [Part A] and any issues which may affect my participation in the tour as a chaperone (for example a change to my health, family situation, financial circumstances, employment, or a need for any special requirements or assistance on the tour)
- to comply with all reasonable requests by the organisers for any additional information or documentation for the purposes of organising the tour including but not limited to arranging and booking transport, insurance, tours and accommodation
- to participate in all pre-tour program briefings
- to assist in developing the detailed itinerary if required
- to run web conferences with participants (for example, the pre-departure cultural/safety and travel briefings)
- be available for onsite pre-departure and post-arrival chaperone duties in December 2018, if required. (dates to be confirmed)
- to undertake any necessary training.

Before the tour and for the duration of the tour I agree:

- my participation in the tour is dependent upon me:
 - holding a current exemption card issued by the Queensland Government (refer <http://www.bluecard.qld.gov.au/index.html>)
 - remaining a registered teacher (full registration) employed at a Queensland state school
- that I will be representing Queensland on the Japanese Immersion #Tokyo Study Tour and will be responsible for students while they are overseas and, as such, I am in a special position of trust. Therefore the Department may revoke my selection as a chaperone for the tour before the tour commences, or terminate my participation as a chaperone after the tour has commenced, if:
 - I am subject to discipline by my employer
 - the Department determines, in its absolute discretion, that I have been guilty of misconduct (*misconduct* means (a) inappropriate or improper conduct in an official capacity; or (b) inappropriate or improper conduct in a private capacity that reflects or would be likely to reflect adversely on the Japanese Immersion #Tokyo Study Tour)
 - the Department determines, in its absolute discretion, that I may pose an unacceptable risk to a participant's health, safety or wellbeing
 - I breach or do not comply with these tour rules
- if I revoke the consent given in the Project Consent Form [Part B] my further participation as a chaperone may terminate
- if my participation as a chaperone is terminated, I will be responsible for all costs from the time I am notified of the termination (including, for example, accommodation, transport and the cost of returning to Australia)
- that the Department is not responsible for any loss or damages (including loss of income) suffered by me which is caused by or arises from me withdrawing from the tour or from organisers notifying me that my selection for the tour has been revoked or terminated.

On the tour I agree:

- to abide by the Role of the Chaperone [Part C]
- I must comply with the Department's International School Study Tour Conduct Standards for Teachers <https://oneportal.deta.qld.gov.au/EducationDelivery/international/InternationalTravel/Documents/study-tour-code-of-conduct-teachers.pdf>
- I must comply with the Queensland Government's Code of Conduct www.psc.qld.gov.au/library/document/catalogue/equity-ethics-grievance/qps-code-conduct.pdf and the Department's Standard of Practice www.education.qld.gov.au/corporate/codeofconduct/pdfs/det-code-of-conduct-standard-of-practice.pdf if I am a teacher at a state school
- to maintain a safe and respectful learning environment for all students participating in the Japanese Immersion #Tokyo Study Tour .

After the tour I agree to:

- record my reflections of the tour in my post-tour survey and report
- follow the Department's guidelines regarding financial acquittal following international travel
- make presentations about the tour to schools and communities, if requested.

Please note that these tour rules may be updated if the need for additional or varied rules arises. If you are notified of any updates to the rules, you must follow the revised tour rules. The Department is not responsible for any loss or damage if these tour rules are broken.