

# Chaperones: Eligibility requirements and conditions for the Tokyo Global Friendship Program

## Key eligibility criteria and conditions:

- Be a fully registered teacher at a Queensland state school.
- Be permanently employed at the time of application and program delivery.
- Be an Australian citizen, permanent resident of Australia or a New Zealand citizen residing in Australia.
- Have a passport with at least six months' validity from the date of return to Queensland and ensure there are no restrictions on you travelling to the destination.
- Be available to travel to Japan in July 2026.
- Confirm receipt of visa, if required, at least four weeks prior to the program departure date.
- Have (or be willing to obtain) a First Aid Certificate, including CPR.
- Be willing to disclose personal information where required for travel and health insurance purposes, and provide a doctor's certificate stating that you are in good physical and mental 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](#).
- Abide by the [International School Study Tours Supervising Teacher Agreement](#), the [Official International Travel for Business and Professional Development Procedure](#), the [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#) during the program.
- Be willing to appropriately represent Queensland as a teacher ambassador demonstrating leadership and a willingness to learn.
- Be willing to abide by the rules and conditions of the program, including those of the overseas education institution, actively participate in all activities that form part of the program, and comply with the laws of the host country/ies.
- Be willing to accept General and/or Lead Chaperone responsibilities, including:
  - General Chaperone: Support pre-program activities, prepare program documentation, liaise with students and Global Engagement team, ensure student welfare and complete post-program tasks.
  - Lead Chaperone: In addition to the General Chaperone duties, manage travel advances and financial acquittals, liaise with international partners and the department, and oversee risk management during the program. The Lead Chaperone must have prior experience leading student groups.
- Be available the day before and after the selected travel dates to supervise the overnight accommodation of regional students, as required.
- Be available to supervise regional students arriving in and departing from Brisbane on the program's selected start and end dates.

- Provide the contact details of your principal (or delegate) to endorse your application.
- All components of your application, including the **online application portal** and **video email submission**, must be received by 5:00pm on the closing date.
- Ensure your application is complete; incomplete applications will not be considered, and no responsibility will be taken for late, misdirected or lost applications.
- Apply as an individual; applications from groups will not be accepted.
- Understand that you may apply for multiple programs but can only be selected to travel for one program. Priority will be given to applicants who have not participated in a Global Engagement program within the past 12 months.
- Be aware that the department reserves the right, at any time, to verify the validity of your entry or disqualify your application if it does not meet the conditions listed in this document.

## **Further requirements and conditions for successful applicants:**

### **Administrative requirements and responsibilities (before travel):**

- Complete all departmental forms required to participate in the program, including but not limited to the department's Project Consent Form and the [International School Study Tours Supervising Teacher Agreement](#).
- Have current Student Protection training evidence submitted at time of confirmation of chaperone selection.
- Promptly advise the department of any changes to information you supplied on the Online Application Form and any issues which may affect your participation in the program (for example, changes to your health, family situation, financial circumstances, school, or a need for any special requirements or assistance during the program).
- Ensure the department always has up-to-date contact details for you and your emergency contacts.
- Participate in all pre-program briefings and events, and undertake pre-program chaperoning duties.
- Assist in developing the program itinerary (if required).
- Assist in delivery of online information sessions with participants (if required).
- Comply with all reasonable requests by the department for any additional information or documentation.

### **Program expectations and conditions (during the tour):**

- Maintain a safe and respectful learning environment for all students participating in the program.
- Accept that the department is not responsible for any loss or damage to persons or property if you are sent home in accordance with these rules.

### **Post-program obligations:**

- Make presentations about the program to share with your school community, if requested.

- Participate in all post-program briefings and complete a post-program survey.
- Provide all travel-related receipts to complete the international travel report and other expenses claims in accordance with the [Official international travel for business and professional Development Procedure](#).
- Assist with information sessions and interviews for students and chaperones for the following year, if required.

#### **Program funding and expenses:**

- The department will cover your program expenses, which may include airfares (domestic and international), visa, travel insurance, accommodation and most meals. Refer to each program's webpage for a full list of covered expenses.
- You are responsible for your personal expenses, including excess baggage, passport, vaccinations, any excess payable for claims made against the travel insurance policy, and incidentals, such as spending money, mobile phone charges and personal purchases.

#### **Program nature and limitations:**

- The program is not intended for personal tourism before, during, or after the program, nor for visiting family or friends in the country you are travelling to.
- At the department's discretion, the program is subject to change or cancellation.
- The program cannot be exchanged and is not redeemable for cash.

#### **Revocation of selection:**

- Selection in the program may be revoked if you:
  - do not comply with the conditions as stated in this document;
  - are unable to obtain a passport and/or visa;
  - do not adhere to departmental policies, procedures and guidelines, including but not limited to the [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#);
- do not provide a doctor's certificate stating teacher is fit for international travel in accordance with the terms of cover under the Group Medical Conditions (group policies) listed by [GoSafe Travel Insurance](#) and/or the department is unable to obtain an appropriate level of travel insurance coverage for the teacher ('appropriate' will be determined by the department in its absolute discretion);
- resign or your employment at a Queensland school is terminated.
- The department is not responsible for any loss or damage to persons or property if your selection for the program is revoked, or if you are sent home in accordance with these requirements and conditions.

#### **Updates to requirements and conditions:**

- These requirements and conditions may be updated if additional or varied rules are required.
- You must follow any revised program rules if notified.

- The department is not responsible for any loss or damage resulting from failure to adhere to the program conditions.