# ISP Student Travel Policy

## Purpose

This policy outlines the Department of Education’s (DE) obligations under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth) (National Code) and the role of DE’s International Education Division (IED) and of school staff in approving the travel of international students.

## Scope

This policy applies to international students (students) enrolled in the International Student Program (ISP) under a subclass 500 Student Schools visa who are under the age of 18, and do not live with a parent/legal guardian, where DE has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. Please refer to the [ISP Homestay Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Policy.docx) and [ISP Homestay Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Procedure.docx) for further information regarding homestay arrangements.

This policy applies to overnight stays outside of the student’s usual homestay residence who is not an approved homestay provider at the school.

For overnight stays at another approved homestay provider within the school, the student should seek approval directly from their homestay provider and parents as all checks have already been conducted by the school. The approval should be sought via email and saved in the student file. If the homestay has any concerns about the frequency of overnight stays by the student, this should be raised with the school.

Schools should follow [DE’s Excursions (including camps and adventure activities)](https://www2.education.vic.gov.au/pal/excursions/policy) Policy for any student travel which is part of the school curriculum..

## Policy

### Travel Options

#### Option 1: Within Australia

* Students are able to travel within Australia if approved in writing by their parents/legal guardian and the school. This condition applies to the below travel options:
1. with a host school-registered homestay family on a holiday
2. an overnight stay at a friend’s house that is not an approved homestay provider at the school
3. on a commercial package tour or academic program within Australia which is provided by a registered company, is specifically designed for school students and includes appropriate supervision or chaperone arrangement, and involves no independent travel, i.e. pick up and drop off is from the homestay, the school or an assembly point designated by the school. The third-party provider is also required to meet child safe standards and practices.
4. into the care of, or accompanied by a direct family member over 21 years of age (parent or relative as defined by the Department of Home Affairs (DHA)) who will accept responsibility for the student during the travel
5. to a sporting, academic or club camp where the student will be under the care and supervision of a club or association that has the required child safe practices in place during the entire trip.

#### Option 2: To and from Australia

* Students under the age of 18 are not permitted to travel overseas other than directly into the care of a parent or legal guardian or a direct family member over 21 years of age (parent or relative as defined by (DHA) approved by the parent.

#### For both travel options:

* Applicants must provide details of the travel arrangements to the student’s Homestay Provider.
* Applicants should consider booking flexible flights to or from Australia and interstate or obtaining a proposed itinerary of planned travel as evidence to support their travel request.

### National Code obligations

Under Standard 5 of the National Code, DE (IED) has the following obligations to all enrolled international students:

* meet the Commonwealth, state and all other regulatory requirements relating to child welfare and protection appropriate to the jurisdiction in which it operates
* ensure students under 18 years of age are given age and culturally appropriate information on:
* who to contact in emergency situations
* how to seek assistance in reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.
* make all reasonable efforts to locate a student who is not contactable, including notifying the police and all relevant agencies as soon as practicable.

DE (IED) discharges these obligations as follows:

### Enrolment

DE (IED) must:

* have processes and supports in place to monitor a school’s responsibilities for travel.

Schools must:

* discharge their duty of care and other obligations that may arise under the Victorian Child Safe Standards, the Commissioner for Children and Young People Reportable Conduct Scheme and DE’s [Managing and Reporting School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) and guidelines
* ensure that any travel with a third party is in line with the [Child Safe Standards](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fchild-safe-standards-education-providers&data=05%7C02%7CMichela.Zahra%40education.vic.gov.au%7Ca3edc232a44b4d9a2c6608dc310fa84e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638439190854641384%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=XudrJJiI17ymE7wkgMUFPLHpIbszMmJiH7wGpR3%2BlXY%3D&reserved=0) to manage [child safety risks](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fdevelop-school-child-safety-risk-register&data=05%7C02%7CMichela.Zahra%40education.vic.gov.au%7Ca3edc232a44b4d9a2c6608dc310fa84e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638439190854651478%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=6Tv7lqKRaf0R1P1kTzjUt3cG05Rvssjdp2Eh83KFCC4%3D&reserved=0). All organisations in Victoria who provide services or facilities for children are required to comply with the Child Safe Standards to ensure the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to. A child safe organisation has policies and practices that promote the safety and wellbeing of children and ensures all students are given an age and culturally appropriate orientation and an accurate and up-to-date Student Safety Card as per the ISP Orientation Pack
* obtain permission from the parent/legal guardian prior to approving any travel
* not approve any travel that is not in line with this policy
* notify DE (IED) if there are any concerns regarding a student’s welfare arrangements and travel.

### Reporting

DE (IED) must:

* work cooperatively with other Government agencies, including DHA and other relevant Divisions within DE, on issues related to student welfare and satisfy all reporting obligations.

Schools must:

* immediately raise any issues related to student welfare and visa conditions with DE (IED).

## Roles and responsibilities

* 1. The **Executive Director, IED** is responsible for approving this policy. The **Executive Director, IED** is responsible for taking action under the [Managing and Reporting School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy), where required.

## Legislation

* [*Education Services and Overseas Students Act 2000* (Cth)](https://www.legislation.gov.au/Series/C2004A00757)
* [*The National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)](https://www.legislation.gov.au/Details/F2017L01182/Download)
* *Migration Act 1958* (Cth)
* *Education Services for Overseas Students Regulations 2001* (Cth)
* *Education and Training Reform Act 2006* (Vic)
* *Ministerial Order 1359 – Child Safe Standards* (Vic)
* VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years
* Victorian Child Safe Standards as per the *Child Wellbeing and Safety Act 2005* (Vic)
* Commissioner for Children and Young People Reportable Conduct Scheme established under the *Child Wellbeing and Safety Act 2005* (Vic)

## Associated documents

* [ISP Student Travel Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Procedure.docx)
* [ISP Travel Request Form – Overnight Stay](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Overnight.docx)
* [ISP Travel Request Form – Accompanied Holiday Travel](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Accompanied_Travel.docx)
* [ISP Travel Request Form – Academic / Tour / Sport / Club Camp](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Ac_Tour_Sport_Club.docx)
* [ISP Travel Request Form – Travel to and Return from Home](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Return_Home.docx)

* [Managing and Reporting School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy)
* [ISP Homestay Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Policy.docx)
* [ISP Homestay Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Procedure.docx)
* [ISP Admissions and Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Admissions_and_Enrolment_Procedure.docx)
* [ISP Student Orientation Checklist](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Orientation_Checklist.docx)
* [ISP Student Arrival and Orientation Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Arrival_and_Orientation_Procedure.docx)
* [ISP Student Safety Card Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Safety_Card_Procedure.docx)
* [PAL Excursions (including camps and adventure activities) Policy](https://www2.education.vic.gov.au/pal/excursions/policy)

## Definitions

* **DE (IED)** – Department of Education– International Education Division. IED is the division in the Department of Education that administers the International Student Program in Victorian government schools. IED is not a separate entity to DE. DE is the CRICOS-registered provider.
* **School staff** – employees of schools, for example – International Student Coordinator, Homestay Coordinator, Head of Department, deputy principal, and principal.
* **ISP staff** –includes the Executive Officers, managers and employees (full time, part time, ongoing, fixed term, casual and contractor) of DE who work directly or indirectly with the ISP. This excludes staff of ISP-accredited schools.
* **International Student (student)** – a student participating in the ISP under a subclass 500 Student Schools visa.
* **Homestay** – international student accommodation arranged by schools where DE (IED) is responsible for the welfare of the student at all times, including outside school hours.

## Policy contact and maintenance officer

Manager, School Support Unit

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## Authorised

Executive Director, International Education Division

**Date of authorisation**: 02/11/2022

**Date last reviewed:** 26/03/2024

**Review frequency**: This policy will be reviewed at minimum every 24 months or when any changes arise impacting its currency, including legislative or regulation change.