



Sister City – Accompanying Adult for Student Delegations to Japan Policy

Date policy was adopted by Council:	25 March 2009
Resolution number:	101/09
Previous Policy review date:	November 2013
Next Policy review date:	April 2016
Reference number:	C0916101

1 OUTCOMES:

The objective of this policy is to clarify the role and responsibilities of the adult accompanying student delegations that visit Japan as part of the Sister City Agreement.

This policy also outlines the procedures followed and selection criteria used when appointing an accompanying adult.

2 POLICY:

The primary roles of the accompanying adult are to:

- Supervise the students during the trip.
- Ensure that they attend all functions and appointments as required.
- Watch over the students emotional needs (eg. Homesickness) and take appropriate action during the trip.

Other aspects of the role are:

- Counselling students if they exhibit inappropriate behaviour during the trip.
- Being a contact point for parents in the case of an emergency.
- Liaising with billeting families (through interpreters) if any issues arise.
- Make appropriate contacts and follow up any incidents (including medical matters) as required.
- Other duties as they arise.

When the students are with their host families, the accompanying adult is usually also billeted with a host family or person.

3 DEFINITIONS

Nil

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- The Ombudsman Act 1974
www.nswombudsman.nsw.gov.au
- The Commission for Children and Young People Act 1988
www.nsw.gov.au
- The Children and Young Persons (Care and Protection) Act 1988
www.community.nsw.gov.au
- Queanbeyan City Council Child Protection Policy

5 CONTENT:

Selection Criteria

To be selected as an accompanying adult for a student delegation to Japan the person must satisfy the following criteria:

- Be employed as a Teacher in either NSW or ACT; or
- Be a resident of the Queanbeyan City Council local government area
- Be subject to and receive clearance from a Working with Children Check

Preference is given to applicants that have Japanese language skills and/or experience teaching students of approximately the same age as the student delegation.

If there are multiple applicants that meet the selection criteria, the Committee and Council reserve the right to select an accompanying adult using other criteria as they see fit.

Selection Process


1. Advertisements are placed in the Queanbeyan Age, and Queanbeyan Chronicle to coincide with applications being called for interested students.
2. Invitations (in the form of a letter) are also sent to the Principals of Queanbeyan local government area high schools and ACT secondary schools and colleges that are likely to have Queanbeyan students (Copies of the letter are also sent to the Year 9 and Languages Co-ordinator). The Principals are asked to circulate the letter to any interested Staff, particularly those with Japanese language skills, or an interest in Japan.
3. Application forms are sent to interested persons.
4. As soon as possible after the closing date for applications, the Sister City Committee meets to assess the applications.
5. The Sister City Committee may request an interview with applicants.
6. The Sister City Committee recommends a suitable applicant for selection as the accompanying adult and submits a report for Council's consideration.
7. After adoption by Council, an offer in writing is made to the successful applicant, which they must accept in writing.
8. A deposit must be paid to cement their place as the accompanying adult for the delegation, and full payment made by the due date.

6 PERFORMANCE INDICATOR

Nil

7 RELATED DOCUMENTS

Application Form:
Child Protection Policy – Queanbeyan City Council

POLICY:-		
Policy No:		
Policy Title:		Sister City – Accompanying Adult for Student Delegations to Japan
Date Policy was adopted by Council:		25 March 2009
Resolution Number:		101/09
Previous Policy Review Date:		15 December 2004 (Minute No. 786)
Next Policy Review Date:		April 2012
PROCEDURES/GUIDELINES:-		
Date Procedure/Guideline (if any) was developed:		Nil
RECORDS:-		
Container Reference in TRIM: Policy		SF080616
Container Reference in TRIM: Procedure		Nil
Other locations of Policy:		Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:		Nil
DELEGATION (if any):-		Nil
RESPONSIBILITY:-		
Draft Policy developed by:		General Manager
Committees (if any) consulted in the development of the Draft Policy:		Queanbeyan Sister City Committee
Responsibility for Implementation:		General Manager
Responsibility for Review of Policy:		General Manager
INTEGRATED PLANNING FRAMEWORK:		
Community Strategic Plan:		Strategic Priority No.
Delivery Program Title:		
Operational Plan:		Program No.
Senior Authorising Officer	Position General Manager	Signature/Date  25 March 2009

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
New	2 April 2003	236	Sister City Committee Report
Amended	15 December 2004	786	Sister City Committee Report
Reconfirmed	25 March 2009	101/09	Item 16/30

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
November 2013	General Manager	Gary Chapman