

## INTERNATIONAL TOUR TEAM OFFICIAL FAMILY MEMBER POLICY

Policy number	IPC - 002	Version	1.0
Policy Group	International Tours	Recommended by the International Programs Committee	3 April 2018
Drafted by	Deneille Sutton	Approved by the Board	20 November 2018
Responsible person	Executive Officer	Scheduled review date	November 2021

### INTRODUCTION

School Sport Australia endorses the involvement of volunteers, supported by the School Sport Units to participate in SSA International sport programs as a tour official in Australia and overseas. From time to time a tour official may want a family member or friend to attend the International tour.

School Sport Australia do not encourage family members or personal friends of tour officials to attend International tours.

### PURPOSE

The purpose of this policy is to ensure that:

- Family members or personal friends of tour officials understand their requirements whilst attending the International Tour.
- Participating students and their families are aware that a family member or friend of a tour officials is attending the International Tour.
- All Tour officials, their family member or friend and participating students and their families are aware of the procedures for the attendance of a tour official's family member or friend.

### POLICY

Tour officials are encouraged not to have family members or friends that have no official role with an International tour, endorsed by SSA accompany them on an International tour.

Should family members or friends of a Tour official decide to travel with the touring party then they are responsible for their own travel and accommodation bookings.

Family members or friends of tour official understand that they are not involved with the students and other tour officials on the International tour.

Tour officials are to be aware that the duty of care by tour officials is to the students, not their own family members or friends.

## AUTHORISATION

Signature of Chairman of International Programs Committee: *Helen Taylor*

# INTERNATIONAL TOUR TEAM OFFICIAL FAMILY MEMBER PROCEDURES

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Drafted by	Deneille Sutton	Approved by the Executive Officer	3 April 2018
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## RESPONSIBILITIES

It shall be the responsibility of the Executive Officer to implement this policy and monitor its effects.

It shall be the responsibility of the Tour Leader to make the Executive Officer aware of any Tour Official family members or friends are attending the International Tour.

It is the responsibility of the Tour Leader to make parents aware of this policy if any Tour Official family members or friend is attending the International Tour.

## IMPACTS

This affects Tour officials and students travelling on an international tour.

## PROCESSES

A Tour official must notify immediately to the Tour Leader if their partner/friend is travelling on the tour with the official.

The Tour Leader must notify the SSA Office immediately on becoming aware of any partner/friends of the tour officials are travelling with the tour group.

The Tour Leader must notify all participants and their families that a non-tour official is attending the tour.

The Tour Leader needs to inform the tour official bringing their partner/friend that they have no engagement with the kids and remind the tour official of their duty of care is to the students, not their own family members or friends.

It needs to be made clear that the person must have a working with children card or they cannot be around the children, e.g. could not be on the bus with them.

## ATTACHMENTS

- Nil

## RELATED DOCUMENTS

- Nil

**AUTHORISATION**

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Signature of Acting Executive Officer