

Appendix 1: PAMS Accompanying Teacher Conditions

Selection as an Accompanying Teacher

Your selection as an Accompanying Teacher is conditional upon your agreeing to be bound by these Conditions:

Definitions

In these Conditions unless the context otherwise requires:

- "Accompanying Teacher", "you" or "your" mean You
- "Application" means the Accompanying Teacher Application Form which is accessible via the SmartyGrants platform
- "Conditions" means the terms, conditions, and provisions of this document, specific Accompanying Teachers
- "DFAT" means the Commonwealth Department for Foreign Affairs and Trade
- "OVA" means the NSW Office for Veterans Affairs, Department of Communities and Justice
- "the Code of Conduct" refers to the NSW Department of Education's current Code of Conduct, which is available here: <https://education.nsw.gov.au/policy-library/policies/pd-2004-0020>
- "the Minister" means the NSW Minister for Veterans
- "the Premier" means the Premier of NSW
- "the Program" means the Premier's Anzac Memorial Scholarship program and includes, without limitation, the tour
- "the Tour" means the annual Premier's Anzac Memorial Scholarship tour, which provides for up to 20 students in Years 10 to 11 to be selected from NSW government and non-government secondary schools, with the opportunity to visit one or more historical sites of significance related to Australia's military history
- "the State" means the Crown in right of the State of New South Wales, whether acting through the Department or otherwise

1.	Application: You acknowledge that you have complied with the eligibility criteria and declaration as set out in your Application.
2.	Place and duration of Tour: The destination and duration of the tour varies from year to year. You agree to take up duties as an Accompanying Teacher irrespective of the destination and duration of the tour.
3.	Capacity: If you are an employee of the NSW Department of Education, you acknowledge that your involvement in the program and attendance of the PAMS tour is in your private capacity and that you are not acting on behalf of, NSW Department of Education
4.	<p>Duties as an Accompanying Teacher: Your role as Accompanying Teacher includes, but is not limited to the following responsibilities, obligations, and duties:</p> <ul style="list-style-type: none"> (a) working collaboratively with your fellow accompanying teachers (b) supporting the assessment and selection of students to participate in the Program (c) consulting with the parents and teachers of students participating in the Program prior to the tour to understand their needs and prepare risk management plans for them (d) supervising the students participating in the Program for the duration of the Program, including taking all reasonable care to protect them from injury and control and supervise their behaviour and activities whilst on the tour (e) supporting and mentoring the students participating in the Program for the duration of the Program (f) endeavouring to provide a happy, caring, safe and positive environment in which the academic, cultural, and social development and welfare of each student participating in the Program is promoted

	<p>(g) providing pastoral care for the duration of the study tour including helping to settle and assist students unfamiliar with travelling, dealing with any social or personal difficulties or emergency situations for students that may arise, managing any student travel and/or accommodation difficulties</p> <p>(h) understanding the medical conditions and allergies of students on the tour and responding appropriately to these needs</p> <p>(i) having sufficient health and fitness to undertake all activities of the Program. OVA reserves the right to request a health certificate confirming your ability to do this</p> <p>(j) participating in all pre and post tour activities associated with the Program</p> <p>(k) preparing a plan, activities, and resources for student learning reflections held during the evening debriefs while on tour</p> <p>(l) assisting with organisational requirements</p> <p>(m) producing a written post tour piece for the History Teachers' Association of NSW journal, Teaching History</p>
5.	Leave: You must apply for leave to participate in the Program if the travel involves school time. Your school will need to make arrangements and cover costs of covering any school days that you are absent.
6.	Approval to travel: You will require approval from your Principal to participate in the Scholarship tour.
7.	Code of Conduct: You agree to be bound by the Code of Conduct for the duration of your involvement with the Program.
8.	Travel and Accommodation: OVA will be responsible for making your travel and accommodation arrangements for the tour. Your travel and accommodation costs for the tour itself will be met in full by the funds allocated to the Program. These will include tour airfares, accommodation, travel insurance, travel documents where needed, official tour uniforms, and meals (excluding incidental snacks). You will be responsible for all additional expenses, such as transportation to Sydney; the pre-tour meeting and the farewell briefing; souvenirs that you may purchase or excess baggage costs.
9.	Payments: For all other emergency expenses associated with the tour which are not directly met by OVA, you must keep receipts of these expenses to lodge a claim with OVA. A copy of the receipts, together with a summary of expenses must be provided to OVA within 10 days of your return from the tour.
10.	Taking up Duties: Unless otherwise approved by OVA, you agree to commence your duties as an Accompanying Teacher from the date that you receive you notification about the successful outcome of your application.
11.	No transfer: The Accompanying Teacher role cannot be transferred or deferred. If you are unable to accept the position, take up or continue your duties as an Accompanying Teacher, other eligible applicants identified through the selection process may be invited by OVA to take your place.
12.	Proposed itinerary: OVA, in consultation with the tour provider, will develop an appropriate itinerary for the tour. All travel and accommodation arrangements will be made on your behalf. The itinerary will be provided at the pre-tour meeting. Depending on circumstances, changes to the itinerary may be required up to the point of departure and/or during the tour.
13.	Passport: If the itinerary includes international travel, you must hold a current passport, which is valid for 6 months beyond the duration of the tour. Your passport application must be arranged by you. This includes the costs associated with obtaining your passport.
14.	Information requests: You agree to comply with all reasonable requests by OVA for additional information or documentation and provide this by the dates requested.

15.	Travel and health advice: Before departing on the tour, you must keep up to date and act in accordance with travel and health advice for the destination of the tour. Travel and health information may be available at www.dfat.gov.au , www.smartraveller.gov.au and www.health.nsw.gov.au . OVA will advise you of any proposed cancellation of travel considering advice issued for the destination of the tour.
16.	Insurance: If the itinerary includes international travel, you will be covered by comprehensive travel insurance recommended for travel to the country or countries of destination for the tour which will be paid for by the Program. You may wish to take additional insurance or health cover for the period of the tour for any pre-existing conditions not included in the standard comprehensive travel insurance policy.
17.	Conduct whilst on tour: Whilst on the tour you must make every reasonable endeavour to: <ul style="list-style-type: none"> a. be a good ambassador at all times for the teaching profession, the Program, the State, and the Premier b. avoid any action (including making any oral or written communication) that could damage the State's, the NSW Department of Education's, OVA's, or the Program's reputation, be misleading or deceptive, result in victimisation or harassment, lead to criminal or civil liability, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory c. comply with all laws, rules, regulations, policies, and standards applicable to the teaching profession in Australia including the Code of Conduct d. comply with all laws, rules, regulations, policies, and standards applicable to the States and/or the overseas country or countries and institutions which will be visited by you as a participant in the Program
18.	Promotion of the Program: You are expected to provide reasonable support to OVA in publishing and promoting the Program. You may, for example, be asked to write an article or testimonial in relation to your experiences. Prior to release of any material referring to the Program, OVA may request a copy of such material for its approval. You must comply with any such request and comply with any conditions of approval. You hereby consent to the publication and/or use in any form of media of any material you produce arising out of or in relation to the Program, for the purpose of publicising and promoting the Program without payment or compensation.
19.	Permission to Publish: You are also expected to provide OVA with permission to publish information about you for the purposes of promoting the program and to share your experiences with the broader community. You hereby consent for information about you such as your name, school and information collected during the tour such as photographs, sound and visual recordings of you, your work, and expressions of opinion in promotional material for the program.
20.	Acknowledgements: Any public lectures, media releases, films, photographs, publications and/or other work you have produced arising out of or in relation to the Program must contain the following acknowledgment: "This work was produced by [insert Your name], an Accompanying Teacher on the [insert year] Premier's Anzac Memorial Scholarship tour."
21.	Withdrawal from the Program: You must immediately notify OVA, in writing, of any decision to withdraw from the Program. It is expected that you would not seek to withdraw from the Program after you have accepted, other than in exceptional circumstances. Following receipt and confirmation of your decision to withdraw from the Program, you will not be allowed to revoke your withdrawal or continue to participate as an Accompanying Teacher in the Program. Other eligible applicants identified through the selection process may be invited by OVA to take your place. At any time throughout the duration of the Program, OVA has the right to remove you from the Program if your circumstances change, including if you: <ul style="list-style-type: none"> (a) are no longer eligible to teach in NSW (b) fail to comply with these Conditions

	In serious circumstances, you may be required to pay all or some of the costs met by OVA for your participation in the Program.
22.	Liability for withdrawal from the Program: The State will not be liable for any loss or damages (including consequential loss, loss of opportunity or loss of income, even if the State has been advised of the possibility of such loss or damages) suffered by you which is caused by or arises from your withdrawal from the Program.
23.	Privacy: You consent to OVA and associated third parties using the information, including personal information, provided in your Expression of Interest for the purposes of assessing your compliance with these Conditions and for publicising the Program.
24.	Subject to change: These Conditions are subject to change at any time without prior notice.
25.	Successful applicants: will not be eligible to apply for future accompanying teacher positions under the Premier's Anzac Memorial Scholarship program. In certain circumstances OVA may choose to appoint a teacher that has previously travelled on the tour. This decision will be made at OVA's discretion.
26.	Acceptance: An original, signed copy of these Conditions must be submitted via the Smarty Grants platform when applying for the role of Accompanying Teacher.
	I, _____ confirm that I have read, understood, and accepted these Conditions.
	Signature: _____ Date: _____