**Red Dot Primary School overseas travel to Beijing China**

**Group Leader and Deputy Group Leader Roles and Responsibilities**

Group Leader will:

* represent the Red Dot Primary School with key stakeholders in-country;
* maintain good working relations with all key stakeholders;
* manage emergency responses and minimise impacts on travellers utilising the pre-prepared Risk Management Plan (register) and the Overseas Travel Contingency and Emergency Response Manual; and
* allocate resources and establish emergency priorities.

Deputy Group Leader will deputise for Group Leader as directed.

Key responsibilities:

* **Be contactable at all times** (24 hours every day).
* **Communicate with relevant parties:**
	1. be first point of call for all pastoral care needs of exchange teachers;
	2. manage communication with all travellers in-country by SMS, email of phone;
	3. be first point of contact for overseas travellers; and
	4. manage communication with school Principal/staff regularly.
* **Respond to incidents** (including: breakdown of stakeholder relationship, traveller needs to discontinue trip, serious injury, death, natural disaster, political unrest or threat to safety).

**For all incidents:**

* 1. coordinate a response in-country and advise on protocols to ensure travellers are kept safe;
	2. liaise with key stakeholders immediately an issue is identified;
	3. consult with Emergency Management Division (DET) if required;
	4. report to Australian Embassy/Consulate if required;
	5. report to school Principal/staff as soon as possible to alert situation;
	6. maintain an accurate record of incident and incident management strategies; and
	7. retain receipts for all expenditures that require reimbursement on return or where cash advances have be given.

**In addition, for a natural disaster, political unrest or threat to group’s safety:**

1. account for all participants;
2. consult with key stakeholders and/or Australian Embassy/Consulate on plan of action and inform school Principal/staff of on-the-ground advice;
3. seek information from in-country travel providers, local authorities; and
4. provide advice and updates to other travellers on current situation.

**In addition, if a participant is incapacitated** (e.g. ill, injured, or involved in an accident, etc.):

1. consult with participant if possible and provide support to seek medical attention if required;
2. if necessary facilitate appropriate procedures until insurance company and medical experts decide a plan of action;
3. liaise with local key stakeholders to obtain the best possible health care immediately and especially if hospitalisation, surgery or evacuation is required;
4. assess whether the injury / illness will impact on the traveller’s ability to continue the trip; and
5. liaise with key stakeholders and school Principal/staff to organise for an early return to Victoria if traveller is unable to continue with the trip.

**In addition, if a participant needs to cease participation in the trip:**

1. discuss options for resolving situation with minimal disruption to other travellers and the trip program; and
2. seek advice from the key stakeholders and work with them to implement appropriate action.