CODE OF CONDUCT FOR MINORS

Short-Term Study Tours and Summer Camp Programs (Under 18 Students)

1. Policy Statement

The Lan-Grove Office Training Centre Pty Ltd, trading as The Sydney Business and Travel Academy, SBTA Culinary Institute, SBTA Community Care and The Sydney English Language Academy (collectively referred to as "The Academy"), establishes this Code of Conduct to define the behavioural expectations, safety requirements and responsibilities of students under 18 years of age participating in its short-term study tours and Junior Programs

The Academy is committed to providing a safe, respectful and supportive learning environment. All students must comply with this Code to ensure their safety, the safety of others and the smooth operation of program activities.

This Code applies for the entire duration of the program, including classes, excursions, transport, accommodation and all supervised activities.

2. Scope

This Code applies to all students under 18 participating in Academy short-term study tours and summer camps delivered in:

- Brisbane
- Gold Coast
- Sydney

Compliance with this Code is a condition of participation in the program.

3. General Behaviour Expectations

Students are expected to behave respectfully, responsibly and safely at all times.
Students must:

- Follow instructions from supervisors and Academy staff
- Treat other students, staff and members of the public with respect
- Show respect for cultural differences and diversity
- Use polite and appropriate language
- Act in a manner that reflects positively on themselves and the Academy

Students must not engage in behaviour that causes harm, distress or disruption to others.

4. Safety and Supervision Requirements

Student safety is the highest priority. Students must:

- Remain with their assigned group at all times
- Follow supervision instructions immediately
- Participate in buddy systems during excursions
- Attend all head counts and roll calls
- Inform supervisors if they feel unwell or unsafe

Students must not:
• Leave the group without permission
• Separate from supervisors during excursions
• Ignore safety instructions

Failure to follow supervision rules may place the student at risk and will result in intervention by staff.

5. Classroom Behaviour

During classes students must:
• Attend punctually
• Participate respectfully
• Follow trainer instructions
• Respect classroom equipment and facilities

Students must not:
• Disrupt learning
• Use inappropriate language
• Damage Academy property

6. Excursion Behaviour

Excursions involve public environments and require responsible behaviour. Students must:
• Stay within designated boundaries
• Follow meeting times and locations
• Respect public spaces and other visitors
• Use public transport responsibly

Students must not:
• Wander away from the group
• Engage in risky behaviour
• Enter restricted areas
• Approach strangers without supervision

Supervisors may increase supervision or restrict participation where behaviour poses risk.

7. Accommodation and Homestay Behaviour

Students participating in The Academy's Junior Programs may stay in homestays, hotels or other suitable accommodation arranged by The Academy, an authorised accommodation partner, their parents/legal guardians or an overseas school or travel organiser.

Where accommodation is not arranged or managed by The Academy, responsibility for selecting the accommodation and arranging appropriate supervision outside scheduled Academy activities remains with the parent/legal guardian and the relevant accommodation organiser, subject to the agreed arrangements and applicable law.

Students must:

- Respect their host family, household members and accommodation rules.
- Follow the agreed supervision, curfew and travel arrangements established by their parent/legal guardian and responsible host or accompanying adult.
- Inform their host or responsible adult of any concerns relating to their health, safety or wellbeing.
- Notify The Academy immediately if an accommodation-related concern may affect their safety or participation in the study tour.
- Attend all scheduled Academy activities punctually and follow the agreed arrival and departure arrangements.

- Not change accommodation without the necessary parent/legal guardian and responsible adult approval.

The Academy will maintain emergency contact arrangements and respond appropriately to concerns reported by students during the study tour.

The Academy's responsibility for supervision during scheduled classes, excursions and other Academy-organised activities remains unchanged.

The Academy does not conduct routine homestay inspections or overnight supervision where accommodation is independently arranged, unless expressly agreed as part of the program.

8. Prohibited Behaviour

The following behaviours are strictly prohibited:

- Bullying, harassment, discrimination, intimidation or cyberbullying, including behaviour directed at other students through social media or messaging platforms
- Physical aggression or fighting
- Theft or vandalism
- Possession or use of alcohol, drugs or tobacco
- Dangerous or reckless behaviour
- Leaving supervision without approval
- Any behaviour that places self or others at risk

Serious breaches may result in removal from activities or early termination of program participation.

9. Technology and social media

Students must use phones and technology responsibly. Students must not:

- Share inappropriate images or content
- Record or photograph others without consent
- Use social media, messaging applications or other online platforms to bully, threaten, harass, embarrass or share private information or images of another person without appropriate consent.

Students are encouraged to keep devices charged for safety and communication purposes.

10. Health and Wellbeing Responsibilities

Students must:

- Inform supervisors if they feel unwell
- Take prescribed medication as directed
- Follow safety instructions related to health or weather conditions

Students must not:

- Share medication
- Ignore medical advice provided by staff or medical professionals

11. Consequences of Breaches

Where this Code is not followed, the Academy may take one or more actions including:

- Verbal warning
- Increased supervision
- Restriction from activities
- Parent or guardian notification
- Formal behaviour report
- Removal from the program where safety is compromised

Serious breaches involving safety risks will be escalated immediately.

12. Student Acknowledgement

All students must acknowledge that they understand and agree to follow this Code of Conduct as a condition of participation.

Student Name: _____

Student Signature: _____

Date: _____

13. Parent / Guardian Acknowledgement

I confirm that I have read and understand the Code of Conduct and agree that my child must comply with these requirements while participating in the Academy program.

Parent/Guardian Name: _____

Signature: _____

Date: _____

14. Review

This Code of Conduct will be reviewed annually or earlier if:

- Program incidents indicate a need for change
- Legislative or safety requirements change

Author

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Signature: *Jane Koch*

Date: 23 October 2026

Version Control Table

Version No.	Author	Date developed/ updated	Approved by & date:	Effective date	Summary of changes
1.0	Jane Koch, CEO	13/02/2026	Marcela Haddad, PEO	14/02/2026	Initial creation
1.1	Jane Koch, CEO	23/10/2026	Marcela Haddad, PEO	23/10/2026	Minor grammatical changes