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| **ACT003****Student Groups Trip Policy** | C:\Users\99906353\AppData\Local\Microsoft\Windows\INetCache\Content.Word\SU_logo(main)-01.png |

**Document owner: Societies Development Coordinator**

**Introduction**

* 1. This document outlines how to organise trips (not including sports team fixtures)

**Purpose of Policy**

1. The purpose of this policy is to:
	1. Explain SU requirements for students going on a trip (not including sports team fixtures)
		1. Locally
		2. In the UK
		3. Abroad
	2. Clarify the documents groups need to hand in to go on a trip.
	3. Emergency procedures

**Duty of care:**

1. As a Club or Society Committee member and/or trip organiser you have a duty of care towards participants and must complete the relevant requirements to take your group on a trip.
2. You must let the SU know if you are going on any trip with your student group.
3. All relevant documents listed in the policy must be completed for all trips.
	1. Documents are to be returned it to the relevant contact. You must complete this at least 14 days prior to leaving.

 Sports: su.sport@northampton.ac.uk

 Societies: su.societies@northampton.ac.uk

 Volunteering: su.volunteering@northampton.ac.uk

* 1. Your trip may not proceed until you have been notified that your trip and relevant documents have been approved.
1. All risks associated with any trip or tour will be explored prior to the trip / tour being approved by the relevant coordinator. This will include (but is not limited to): -
	1. Student injury and illness;
	2. Student getting lost / absconding;
	3. Risks associated with the destination and activity (including government advice regarding foreign destinations);
	4. Mitigating activity to be considered include (but is not limited to):
		1. Operator selection;
		2. Student guidance and support
2. We are aware that people who sign up to the trip may not actually go. It is your responsibility to ensure the list you hand in on the day you leave is correct and any changes during the trip are shared with the SU.

**Types of Trips**

1. **Local Northampton Trips**
	1. Documents you need to send to the SU:
		1. Risk Assessment or a Risk Assessment of the venue
2. **UK Trips or any Overnight trip**
	1. Documents you need to send to the SU:
		1. Risk Assessment
		2. Itinerary
		3. Trip Registration Form
3. **Trips Abroad**
	1. It is best to come in and see us as soon as you are considering a trip abroad so that we can advise you on all the things you will need to complete.
	2. Documents you need to send to the SU:
		1. Risk Assessment
		2. Trip Registration Form
		3. Itinerary
		4. Public Liability or ATOL of any travel company (if applicable)
	3. Other requirements that you need to check your members have, but which you do not need to show the SU:
		1. Passport- Check it’s valid and in date (for help see: [www.gov.uk/browse/abroad/passports](http://www.gov.uk/browse/abroad/passports) . Take an additional means of ID abroad.
		2. Visas- Contact the individual embassies of the country you are going to for more information.
			1. International Student Support can help international students with Visas. iss@northampton.ac.uk
		3. Medical
			1. Vaccinations: Check the vaccinations that are needed at least 6 weeks before.
			2. European Health Insurance card (EHIC): if you’re travelling in Europe. EHIC is available free of charge through most UK post offices or through the NHS website: www.nhs.uk/ehic/ . The EHIC is not a substitute for medical and travel insurance, but entitles you to emergency medical treatment on the same terms as you would in the UK.
			3. First Aid – ensure that you have a first aid kit with you, and if possible someone who is trained in first aid. Email if you would like a Committee member to receive some first aid training. If something does happen fill in the Accident Report Form.
			4. Insurance – This is NOT covered by the Students’ Union. You need to make sure that everyone has travel insurance to cover them and their belongings and all the activities you have planned. You can either get a group policy for everyone or ask everyone to get their own. If you plan high risk activities get the right insurance that covers this kind of activity. Also, check the insurance covers you for the whole trip and has comprehensive cover for the following:
				1. Repatriation to the UK
				2. Funding for a friend or relative to stay with the participant if hospital stay is required
				3. Cover for repatriation of remains.
			5. Remember to take your policy number and the 24 hour emergency number with you.

**Emergency Procedures**

1. **SU emergency Contact details:**
	1. In an emergency please contact the SU emergency phone which will be active throughout your trip.
	2. This number will be given to you in advance of your departure.
	3. Do not call any participant emergency contacts or next of kin directly.
	4. It is vital that you contact the SU as quickly as possible if any serious incident or injury occurs.
2. **Other Emergency Procedures (in addition to contacting the SU)**
	1. **Someone loses their passport abroad/it gets stolen**
		1. They need to report the loss to the police and get a certificate of loss from them. Then take that certificate to the British Consulate and apply for a replacement passport.
	2. **There is a medical emergency**
		1. Call the number for emergency services in that country you’re in (or call 112 which will connect you to the emergency services – works from GSM phones). The person’s travel insurers may need to be informed early, if a claim is to be made.
	3. **Someone goes missing**
		1. Ask the trip participants if they have seen them, the hostel reception, and try to contact them on the phone. Contact the embassy who can get in touch with local police and hospitals.
	4. **Someone gets arrested**
		1. Contact the British Consulate. **British Consulate.** To find the relevant British Consulate contact please look it up below: <https://www.gov.uk/world/embassies>

***REVIEW***

1. This policy will be reviewed annually by the Societies Development Coordinator and approved at the Membership Services Managers Meeting.

**Date of Last Review:** 29/11/18

**Date of Next Review:** 29/11/19