



POLICY ON STUDENT TRAVEL OUTSIDE HONG KONG

Approved by the Board

25 APRIL 2013

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Internal and external circulation

This policy refers to activities designed and organized by the College in which students, in the care of the Responsible Adult Leaders appointed by the College, to attend visits, exchange programs, studies or Services conducted outside the Hong Kong Special Administrative Region.

SECTION 1 – MANDATORY REQUIREMENTS

1.1 Planning and Preparation for ALL trips

- 1.1.1 Each College trip outside Hong Kong must be led by at least two Responsible Adult Leaders, with each Responsible Adult Leader¹ taking care of no more than 10 students. At least one Responsible Adult Leader must be a teacher at the College².
- 1.1.2 The capability of the participants³ to take part meaningfully in the activity must be taken into consideration when deciding the destination, itinerary and duration of the tour.
- 1.1.3 Responsible Adult Leaders for each trip must complete a Risk Assessment form (see Appendix 1) which is approved by the Trips Committee followed by the Principal. Special scrutiny must be given to trips to places with potential hazards such as current security or safety threats, which would only be approved by the Principal in exceptional circumstances⁴. All College trips outside Hong Kong require final permission to proceed from the Principal before student selection or any expenditure.
- 1.1.4 No College trip should exclude students for discriminatory reasons such as ability to pay or gender.
- 1.1.5 Any trip involving College staff and students is regarded as an official College trip and must conform to this policy. Trips during holidays which involve both students and staff are regarded as official College trips. Trips organised during holidays must conform to this policy.
- 1.1.6 In general, 2nd Year students should not be involved in China Week because the time is usually needed for completion of academic work. Students must provide evidence that all required work is complete before their participation on trips of any kind will be considered.
- 1.1.7 The Responsible Adult Leaders must draw up contingency plans for foreseeable critical situations and inform the students of the plans. Contingency plans should reasonably foresee situations that might arise during trips (in the Risk Assessment) and circumstances that might lead to advance cancellation of the trip. The College must also set up an emergency contact system with the parents and the co-organizers/ host organizations to facilitate communication between these parties.

¹ Responsible Adult Leader refers to College teachers/staff and adult persons appointed by the College, such as parents and alumni. They should have a good knowledge of the nature of the activity and the problems likely to arise, and should undertake to take care of and manage the students in the course of the tour.

² This includes full-time and part-time teachers, as well as any other Registered and Permitted teachers.

³ Participants include all members in the study tour, excluding the Responsible Adult Leaders.

⁴ At its meeting on 7 May 2010, the Board noted that the Hong Kong Government conducts regular risk analyses for travel to other countries. The Board agreed that students at the College must not be permitted to travel to any area with a black or red travel warning. The Board further agreed that the Principal should only approve travel to areas with yellow travel warnings in exceptional circumstances, and not if the situation was seen to be escalating.

- 1.1.8 All relevant information, such as the addresses and telephone numbers of the lodging places, of each stop of the tour, must be collected where possible. Such information must be given to the responsible person of the College before the trip for emergency needs.
- 1.1.9 The Responsible Adult Leaders must organise a briefing session before the trip to inform the students and the accompanying members of the tour, including duties of every party and rules to be followed by the students as required by the Colleges. Students must be reminded of the need to follow the Responsible Adult Leaders' instructions and observe all the safety regulations throughout the trip.
- 1.1.10 The Responsible Adult Leaders must study and note travellers' health advice as detailed in the website of the Department of Health (www.travelhealth.gov.hk) regarding various health risks and advice as well as vaccinations. Any cost implications must be included within the budget for the trip.
- 1.1.11 The College must obtain a letter of consent at the beginning of each year from the parents of each student and also take note of the health condition of the students.
- 1.1.12 The Responsible Adult Leaders must examine the travel documents of the participants as soon as possible. If their travel documents are not valid (including a period of at least 6 months before expiry from the date of the trip) the College must remind the participants to get the necessary documents as soon as possible.
- 1.1.13 Once a trip has been approved, the College must provide travel insurance for the duration of the trip.

1.2 Points to Note during all College Trips

- 1.2.1 The Responsible Adult Leaders must bring along with them the necessary safety equipment for the Tour as appropriate, e.g. first aid boxes, communications equipment (mobile phones), torches, etc. The Risk Assessment procedure will assist in the identification of equipment required.
- 1.2.2 If a student needs to leave the tour temporarily, he/she must seek prior approval from a Responsible Adult Leader. The student must also inform the Responsible Adult Leader and other members of the tour where he/she wants to go, when he/she will return and how to contact him/her. This approval will only be given in emergency circumstances.
- 1.2.3 Participants' absolute safety should be accorded the highest priority and in no way be compromised. If there are happenings of certain incidents that warrant the involvement of local official authorities such as police, the Responsible Adult Leaders must act accordingly without any delay.
- 1.2.4 Any student who violates the provisions of this Policy while travelling, or who disobeys instructions from a teacher or other Responsible Adult Leader, or who breaks College Rules while on a trip will be subject to sanctions imposed by the Principal. The right to impose sanctions may be delegated by the Principal, and in extreme cases where safety is concerned, a student may be sent back to the College before the end of the trip or confined to the accommodation.

1.3 Student Organised Trips

1.3.1 Student-organised trips will be permitted if:

1.3.1.1 A Student Organiser (or group of student-organisers) prepares a detailed concrete proposal submitted on a Trips Form that meets the requirements therein and includes a Risk Assessment which is approved by a teacher who is prepared to accompany the group as the Responsible Adult Leader, thus ensuring that all the provisions of this policy are followed and that such trips are subject to student allocation by the Trips Committee, as with Responsible Adult Leader initiated trips.

1.3.1.2 If a Student Organiser is unable to complete the necessary preparation/duties for any reason the Responsible Adult Leader should be willing to do so, or consider cancelling the trip.

1.3.1.3 Unless otherwise specifically authorized by the Principal, the trip is advertised and promoted at the same time as staff-led trips, and is open to application from all students;

1.3.1.4 A written report on the trip is provided to the teacher at the end of the trip by the Student Organiser(s), including an evaluation of how successfully the objectives were achieved, and any problems encountered; and

1.3.1.5 A copy of this written report, plus the teacher's written reflection on the trip, is kept on file by the Principal.

SECTION 2 – ADVISORY POINTS

2.1 Planning and Preparation

2.1.1 All Responsible Adult Leaders leading the study tour should have experience in leading students to take part overseas visits.

2.1.2 It is advisable that at least one of the Responsible Adult Leaders or participants has received training in first aid.

2.1.3 Factors including accessibility, hygiene, language, living conditions and food of the place of visit should also be taken into account when planning the trip.

2.1.4 Pre-tour information should be provided to participants as far as possible, which could include the following areas:

2.1.4.1 orientation;

2.1.4.2 discipline;

2.1.4.3 manners and behaviour;

- 2.1.4.4 safety measures – protection against mosquito bites, fire precaution and escape, proper use of electrical appliances, food hygiene, road safety, protection of personal belongings, and what to do in case of lost or injury etc.;
 - 2.1.4.5 immigration (customs) procedures;
 - 2.1.4.6 luggage – clothing, medicine, money, etc.;
 - 2.1.4.7 social customs and taboo of the place of visit;
 - 2.1.4.8 points to note for travelling outside Hong Kong.
 - 2.1.4.9 contingency plan
- 2.1.5 It is preferable to arrange two students or more, all of the same gender, to live in a room when allocating accommodation. This will facilitate provision of support to fellow members.
- 2.1.6 If a participant is not feeling well before the trip, the College or the Responsible Adult Leader should persuade the participant to seriously consider his/her health condition and consult a doctor. If a participant shows symptoms of having contracted an infectious disease or of a likelihood of illness during the trip, it will be in the interest of the safety of the other group members that he/she should not join the tour. The College reserves the right to forbid any student from participating on a College trip.
- 2.1.7 Each participant of the study tour may prepare additional travel and medical insurance if the College has not done so on their behalf.

2.2 Points to Note during the Study Tour

- 2.2.1 The Responsible Adult Leader should pay attention to the weather forecasts and news broadcasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 2.2.2 The Responsible Adult Leader should have full knowledge of the health condition of each participant in order to determine whether they should be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of each case. The Responsible Adult Leader should also arrange for any sick member to see the doctor immediately and to take effective preventive measures according to the doctor's advice. If necessary, the Responsible Adult Leader should inform the College who will inform the parents of the students' health conditions as soon as possible.
- 2.2.3 The overriding concern is the safety of the participants of the tour. Activities should preferably be conducted in one large group or in small teams. Lone ventures should be avoided as far as possible. Responsible Adult Leaders should advise the participants to bring along with them copies of their travel documents for identification purpose where necessary. Moreover, if the students discover anything suspicious/ unusual during the visit, they should report it to their Responsible Adult Leader as soon as possible.

- 2.2.4 The participants should be fully briefed on the program or details of their activities before the commencement of such activities each day. After the conclusion of such activities, meetings or sharing sessions should be conducted to review the performance of the participants, the program and the relevant safety measures, and to make preparations for the activities of the following day.
- 2.2.5 When travel by any means of transport (including aircraft, boat, train or motor vehicle), participants should obey the relevant safety regulations and acquaint themselves with the emergency escape route or exit.
- 2.2.6 The Responsible Adult Leader should monitor the speed of the vehicle in which they are travelling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary. Moreover, the Responsible Adult Leader should see to it that the driver avoids prolonged driving without breaks. It is not advisable to make the driver continue with the driving when the weather is bad or when the schedule is so tight as to compromise road safety.
- 2.2.7 After checking in a local hotel, the students should first find out where the “fire escape” is. They should also acquaint themselves with which direction to go and where the escape route and place of assembly are in case of emergency.
- 2.2.8 The Responsible Adult Leader should carry with him/her information such as the full list of the group members and their respective hotel room number to facilitate assembly and checking of participants. The Responsible Adult Leader should also inform the participants of his/her room and telephone numbers to facilitate contact with him/her.
- 2.2.9 The Responsible Adult Leader should always remind the participants to take proper care of their travel documents and other personal belongings. Alternatively, the Responsible Adult Leader may decide to collect and keep secure travel documents where appropriate. Responsible Adult Leaders should take photocopies of student passports and ID in advance for reference.
- 2.2.10 The participants should put the room key, a torch and other important items as appropriate in a Convenient position before going to sleep, so that they can get them at the first instance even in darkness.
- 2.2.11 The participants should pay attention to food hygiene and consume only cooked food and boiled water. They should not patronize unhygienic stalls or restaurants.
- 2.2.12 The participants should wash their own clothing regularly and maintain good personal hygiene. They should avoid staying long in places which are crowded or have a high level of air pollution. If necessary, they should wear masks to reduce the risk of being infected by bacteria and viruses.
- 2.2.13 Each participant should carry a watch or time keeping device and take note of the assembly and return time of all activities. They should arrive at the fixed assembly point punctually as instructed.

- 2.2.14 The participants should bring along with them long-sleeved shirts and long trousers, mosquito repellent and sun block, etc. to help prevent mosquito or insect bite and sunburn.
- 2.2.15 The participants should make sure they have sufficient rest so that they will be strong and healthy enough to engage in all the activities throughout the journey.

2.3 Overall Considerations


- 2.3.1 In devising safety measures, the College should refer to the above guidelines and make necessary adjustments, having regard to the nature of the tour, the ability/condition of the participants and the environment of the place of visit. This is to strike a balance between the objectives of the activity and the principle of safety.

SECTION 3 – EFFECTIVE DATE

- 3.1 This policy will be posted in a public place, such as on the College's website.
- 3.2 This policy was reviewed in March 2013 and was approved by the Board on 23 April 2013, replacing the previous policy dated 7 May 2010.
- 3.3 Copies of this policy will be sent to the Education Bureau (EDB) and the College's insurance company.
- 3.4 This policy will be reviewed by the end of March 2016 or beforehand if necessary.

Appendix 1

- Trips Form

	Trips Proposal Form for Outside of Hong Kong	
	Date:	
Name(s) of Trip Leader(s) (Staff/Student) with mobile phone numbers. Please indicate if staff member(s) are Leaders (initiating the trip) or Supervisors (supervising Student Leaders)	Name	Mobile Numbers
Name of Project/Trip Destination (City, Country)		
Number of spaces available for student participation (including leaders) (minimum 10 students) Complete for Project Week only		
Name and address of host Organisation, contact person, telephone numbers and email address.		
Name and address of hostel or hotel (destination accommodation) including telephone numbers and email address.		
Date and time of departure from College		
Flight details outward:		
Flight details return:		
Date and time of arrival to College For Project Week/China Week this must be by check in time before the return to classes,		

(II) The Educational Impact

Please give a **detailed account** of the educational impact of your proposal, highlighting the aims and areas of **Service** and/or **Challenge** (relating to activities that facilitate personal/group risk taking and pushing of 'comfort zones'. Action *may* be an obvious area for this criterion.) Trips may also include **Cultural education** components that should also be detailed.

<p>Project goal: (including expected learning outcomes considered unique to the UWC experience):</p>

Please outline how the trip meets the **learning outcomes** below (the trip may not meet all learning outcomes):

Learning outcomes:	How will participants achieve the learning outcome:
Increase awareness of strengths and areas for growth	
Undertake new challenges	
Planning and initiating activities	
Working collaboratively with others	
Showing perseverance and commitment to the activity	
Engaging with issues of global importance	
Considering ethical implications of their actions	
Developing new skills	

(III) Money Matters (HK\$)

Primary transport cost: eg. Airfare (incl tax) (HK\$) / Train fare Allowing for small fluctuation in tax/fuel		A copy of the quotation/invoice with Agent/Company name and address is required to verify cost.
Visa(s) (if applicable). Please state types of visas needed eg: China, Thai, Vietnamese etc. (Please note the cost of the most expensive visa)		Most expensive Visa (Name of Country) Cost: (HK\$)
Accommodation (Total for duration of trip)		
Budget available for food/beverage		
Others: eg Transport to airport. Local transport at destination. Medical (vaccinations) Baggage allowance (please note many low cost airlines require extra cost for baggage) Entrance fees		
Carbon offset: Go to www.atmosfair.de where you will find an 'emissions calculator'. Use it to calculate the carbon emission your trip will create and how much credit is required to offset your carbon footprint. Credits are calculated in Euros. Enter the total in Euros here (but do an estimate in HK\$ for your own budgeting using www.xe.com).		
Total estimated cost of Trip per person (For Project week/China Week this must represent the maximum Budget)		
Proposed funding for the Trip (not applicable for China Week or Project week) eg. UWCGO; other sources		

(IV) Risk Assessment

All trips must undergo a risk assessment before they submit their proposal to the Trips Committee. The following areas should be examined where applicable.

The Environment & Transport	People: Students, Staff
<ul style="list-style-type: none"> ♦ Climate and terrain ♦ Nature of water ♦ Health care available ♦ Communications ♦ Transport (quality) ♦ Access points (eg. evacuation) ♦ Contact with animals ♦ Unsupervised work 	<ul style="list-style-type: none"> ♦ Medical conditions ♦ Physical capability ♦ Training and experience ♦ Personal safety ♦ Nature of the physical challenge ♦ The provider

LIKELIHOOD	1	2	3
	Uncommon	Common	Frequent
OUTCOME	1	2	3
	Minor	Moderate	Serious
<p>L + O greater than 5 should involve further consideration and discussion with relevant people (operator, Principal, accompanying staff, parents etc.) and the Outline of Emergency Action Plan section should be completed. These factors should be assessed after control measures have been applied.</p>			

The Environment & Transport

Risks	Tick Risk if applicable	Causal Factors	Control Measures	L	O
Climate and terrain					
Nature of water					
Health care available					
Communications					
Transport (quality)					
Access points (eg. evacuation)					
Contact with animals					
Unsupervised work					

People: Students, Staff

Risks	Tick Risk if applicable	Causal Factors	Control Measures	L	O
Medical conditions					
Physical capability					
Training and experience					
Personal safety					
Nature of the physical challenge					
The provider					
Physical capability					

SIGNED BY TRIP ORGANISER		DATE:	
APPROVED BY PRINCIPAL (AFTER CONSULTATION WITH TRIPS COMMITTEE)			

Part C: Check list

1. Ensure that you have you read and understood the Policy on Student travel Outside of Hong Kong”?
2. Have you read and understood the “Policy on Outdoor Activities”? (Only if relevant).
3. Please attach a copy of the quotation for airfare or other major travel? Project proposal will not be considered unless this document is provided.

Notes on completion

- 1) Please complete as much information as possible on the form. The Trips Committee recognize that not all information will necessarily be available. As much evidence as possible regarding costings should be provided.
- 2) For Risk Assessment a couple of examples are included here for a visit to Yao Tribe B

Risks	Tick Risk if applicable	Causal Factors	Control Measures	L	O
Nature of water		Unclean water leading to sickness	Use bottled water only Budget for bottled water	1	1
Transport		Bus transport in China	Check with agency that a reputable company is being used Check safety belts are available Do check of vehicle before departure (eg. tyre tread)	1	2
The provider		Reliability of tour operator in China	Tour company have been used for two years. Good reports from other staff using the compnay	1	1

- 3) If your trip is approved and it is not part of Project Week/China Week then you can then advertise your trip. Students must be selected on a needs-blind basis. A member of the trips Committee will assist you in this process to ensure fairness.
- 4) At least one week before departure you will need to arrange an appointment with the Principal to go through a checklist with you. This checklist will include:
 - i) Medical Information on the students attending
 - ii) Go through Risk Assessment Form
 - iii) Details of nearest A&E hospital and plan for dealing with medical emergencies
 - iv) Evacuation plan (where applicable). This applies to situations where students are in remote areas
 - v) Emergency Police/Ambulance/Fire
 - vi) Cultural Awareness Briefing to participants of their destination
- 5) If the proposed trip is going to be carried out (i) during non-term times; or (ii) it is necessary to raise funds to support staff and students' costs; or (iii) it is the intention to raise funds for organizations out of Hong Kong. Special approval from the Board and/or HK Education Bureau via the Principal should be obtained. Please discuss this proposal first with the Principal.
- 6) When completing this form please ensure that, where applicable you follow:
 - i) Policy on Student Travel outside of Hong Kong
 - ii) Policy on Outdoor Activities