

Approved by:	Senior Leadership Team
Date of approval:	17 October 2024
Implementation date:	17 October 2024
Review date (no later than):	17 October 2027
Responsible for implementation:	Communities Manager
Responsible for interpretation:	Chief Executive

Trips and Tours Policy

1.0 Purpose and Scope

- 1.1 This policy outlines the procedures and guidelines for organising tours and trips by affiliated groups of City St George's Students' Union (the Union). It is designed to ensure safety, financial accountability and compliance with Union rules and regulations.
- 1.2 This policy applies to all affiliated groups (including clubs, societies, R.A.G and other group defined in the Union bye-laws or policies) with the Union planning to organise tours or trips for their members, both within the UK and abroad.

2.0 Centralised Fund Management

- 2.1 All funds related to tours and trips must be managed centrally through the Union. This includes collection, payments, instalments, and accounting of all monies.
- 2.2 Any group organising a trip or tour must submit a detailed budget proposal as part of their tour request. The budget must be approved before any financial transactions occur.

3.0 Approval Process, Risk Assessment and Documentation

- 3.1 Every tour or trip requires the organising group to complete [a Trip / Tours Request Form](#) at least one month prior to the departure date for trips in the United Kingdom and two months prior to the departure date for trips abroad.
- 3.2 A comprehensive risk assessment must also be completed and approved by the Union prior to departure.
- 3.3 Any group organising a trip or tour must submit the following documents at least eight weeks prior to the planned trip:
 - 3.3.1 Full details of the planned trip, including location, accommodation, travel arrangements, proposed activities / itinerary, and any other relevant information.
 - 3.3.2 A risk assessment identifying hazards, level of risk and measures to mitigate risk.
 - 3.3.3 A detailed budget proposal.
- 3.4 A designated manager in the Union will review the proposal (including budget and risk assessment) and provide feedback or approval within two weeks of form submission.
- 3.5 No trip organised by an affiliated group may proceed without written approval from the Union.
- 3.6 The following must be provided to the Union prior to departure:
 - 3.6.1 A detailed passenger list, including contact information and emergency contact information for all participants must be submitted before departure.

3.6.2 Proof of appropriate travel insurance for all participants when travelling outside the UK.

4.0 Financial Accountability

- 4.1 Event organisers must keep accurate records of all financial transactions related to the trip.
- 4.2 A financial report, including receipts and expenditure details must be submitted to the Union within two weeks of the trip's conclusion.
- 4.3 Any surplus funds will remain in the group's subs account.
- 4.4 Tickets must be sold through the Students' Union website or official ticket partner, to which event organisers will be advised of.

5.0 Safety and Conduct

- 5.1 All participants must adhere to the Union's code of conduct and safety guidelines during the trip. See Appendix A.
- 5.2 The affiliated group committee are responsible for ensuring the risk assessment is implemented.
- 5.3 Event organisers must ensure that all participants are briefed on safety procedures and emergency contacts prior to departure.

6.0 Accident and Emergency Procedures

- 6.1 In the event of an accident or emergency, the trip leader(s) must immediately contact local emergency services and follow their instructions.
- 6.2 The trip leader(s) must also notify the Union and university's emergency contact as soon as possible.
- 6.3 A detailed incident report must be submitted to the Union within 24-hours of the incident using the Incident Report Form on the Students' Union Website.

7.0 Compliance

- 7.1 All trips / tours must comply with Union policy and relevant university policy. Failure to comply with this policy may result in disciplinary action and the suspension of the organising group's privileges to organise future tours or trips.

Appendix A: Code of Conduct and Safety Guidelines for Students Attending Trips / Tours

Purpose

These guidelines ensure the safety, wellbeing and positive experience of all participants on trips and tours run by affiliated groups of the Union, whether in the UK or abroad.

Code of Conduct

Respect and inclusivity

- Treat all participants, staff and local people with respect and courtesy.
- Embrace diversity and inclusivity, ensuring that everyone feels welcome and valued.

Compliance with Laws and regulations

- All participants must adhere to local laws and regulations of the trip / tour destination.
- Follow the rules and guidelines set by the Union and organising society.

Behaviour and conduct

- Always maintain a good standard of behaviour, representing the Union and university positively.
- Avoid and actions that could hard the reputation of the university or Union.

Alcohol and drugs

- Consume alcohol responsibly and in moderation, adhering to local laws.
- The use of illegal substances is strictly prohibited.

Attendance and participation

- Attend all scheduled activity and meetings punctually.
- Inform the trip leader(s) in advance if you are unable to attend any activity.

Environmental responsibilities

- Respect the environment and local communities, minimising your ecological impact.
- Dispose of waste properly and follow any local specific guidelines.

Safety Guidelines

Emergency procedures

- Familiarise yourself with emergency procedures and contacts provided by the trip leader(s).
- In case of emergency, follow the instructions of the local authorities and trip leader(s).

Health and wellbeing

- Ensure you have required vaccinations and carry and required personal medications.
- Inform the trip leader of any medical conditions or allergies prior to departure.

Travel insurance

- Ensure you have appropriate travel insurance covering medical emergencies, cancellation and other potential risk. In most cases this will be covered by the trip provider, any additional insurance requirement will be communicated by the trip leader(s).

Personal safety

- Stay with the group and avoid venturing out alone, especially in unfamiliar areas.
- Keep your personal belongings secure and be aware of your surroundings.

Communication

- Keep the trip leader(s) and fellow participants informed of where you are, particularly if you plan on going somewhere alone.
- Carry a mobile phone with emergency contacts and important numbers saved.

Risk assessment

- Participate in any safety briefings and adhere to the risk assessment guidelines provided by the trip leader(s).
- Report any hazards or safety concerns to the trip leader(s) immediately.