

Student Overseas Travel Procedure

August 2016

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Version Control History



Version Number	Date of Change	Summary of Revisions Made
1	August 2016	First version of the Procedure. This was developed to document how the duty of care imposed on Perth College to ensure the safety of students travelling overseas as part of their studies is managed.
1.1	December 2018	Change of role to Quality Manager and other job titles to adhere to the new structure.

UNCONTROLLED WHEN PRINTED

Student Overseas Travel Procedure

1 Purpose

A duty of care is imposed on Perth College UHI to ensure the safety of any students travelling overseas as part of their studies. This duty of care is detailed in our Safeguarding Policy, Protecting Children, Young People, Adults at Risk and Staff.

This is the College procedure on student travel overseas. All students scheduled to travel overseas as part of their studies are to acquaint themselves with its contents prior to travel.

This procedure is to ensure that the appropriate Sector Development Director (SDD) and Senior Management Team (SMT) member are fully informed and have approved all overseas travel by students.

This includes ensuring appropriate checks have been taken to safeguard the students concerned.

2 Scope

This procedure covers all student travel overseas, accompanied or unaccompanied, including: student exchange, study tours, attending conferences or taking part in competitions. Any specific issues that are not covered by this procedure, for any mode of transport must be referred to a Senior Manager for decision as soon as they are identified, and before the journey is undertaken.

This procedure applies equally to all students. Students under the age of 18 or those classed as vulnerable adults must liaise with Head of Student Services.

Staff travelling with students should refer to the Staff Overseas Travel Policy for the appropriate authorisation procedures.

3 Definitions of Terms Used in this Procedure

Accompanied Students: Either a group of students or an individual student travelling in connection with their studies accompanied by a member of College staff.

Unaccompanied Students: Either a group of students or an individual student travelling in connection with their studies not accompanied by a member of College staff.

Lead Member of Staff: The Lead Member of Staff may be the only member of staff or will be identified from one of the staff members travelling with the student group.

Lead Traveller: The Lead Traveller may be a student travelling alone or the student who is designated as the Lead Traveller of an unaccompanied group.

'Contact Buddy': In order to be assured of the safety of all students travelling overseas it is important that the Lead Traveller makes an arrangement with a contact buddy, within the college to make regular contact whilst overseas. The contact buddy must not be one of the travelling party.

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Itinerary: This will be an important document providing key information on the overseas trip including the contact details of those involved as well as the accommodation and travel details, and a list of all activities to be undertaken.

4 Responsibilities

4.1 **The SMT member** within the direct reporting line of the Lead Traveller's SDD is responsible for authorising student overseas travel.

4.2 **The Sector Development Director (SDD)** is responsible for giving permission for travel and thereafter ensuring that the Lead Traveller (either student or staff) has completed the Student Overseas Travel Request Approval Form (Appendix 1 or 1B) and the Risk Assessment (Appendix 2). Where a travelling student is under 18 or known to be a vulnerable adult the SDD must inform the Head of Student Experience. Where a student has ticked No in any of the boxes on the Risk Assessment then the SDD must inform the Head of Marketing and International.

4.3 **Head of Student Experience** – Where a travelling student is identified as under 18 or known to be a vulnerable adult or who poses a known risk to others, the Head of Student Experience is responsible for checking the appropriate support mechanisms are identified to enable travel and thereafter liaising with the SDD and/or Head of Marketing and International.

4.2 **The Lead Member of Staff** is responsible for ensuring that all the procedures which form part of the Staff Overseas Travel Procedure are adhered to in respect of themselves and other staff travelling.

The Lead Member of Staff is responsible for forwarding the Risk Assessment completed as part of this procedure (Appendix 2) to the HOC where any of the questions on the Risk Assessment are answered as 'No'.

In the absence of the SDD, the Head of Learning and Teaching Enhancement must be contacted instead.

The Lead Member of Staff is responsible for liaising with the Health Safety and Wellbeing Advisor where there are unresolved concerns regarding Risk Assessment.

4.3 **The Lead Member of Staff or the Lead Traveller** is responsible for ensuring that all travelling staff have a full list of contact numbers for all students and their next of kin.

The Lead Traveller or Lead Member of Staff is responsible for ensuring that the 'Contact Buddy' has information on who is the appropriate HOC.

The Lead Traveller or the Lead Member of Staff is responsible for completing the relevant Overseas Travel Request Approval Form (Appendix 1 or 1B).

The Lead Traveller or the Lead Member of Staff must take responsibility for ensuring that arrangements have been made to be accompanied by an appropriate and known organisation, agency, or foreign national.

The Lead Traveller or the Lead Member of Staff is responsible for checking and sharing the ongoing status of travel advice throughout the trip.

The Lead Traveller or the Lead Member of Staff is responsible for completing a Post-Trip Report (Appendix 5) on return to the workplace.

- 4.4 **All student travellers** must provide a personal contact number and that of their next of kin.

All student travellers are responsible for ensuring that they have adequate travel insurance for the country of destination.

- 4.5 **All travellers** are responsible for ensuring that their HOC has provided approval in principle to travel.

All travellers are responsible for completing their own Overseas Travel Risk Assessment Form (Appendix 2).

All travellers are responsible for obtaining information regarding recommended inoculations in advance of travel.

- 4.6 **The 'Contact Buddy'** is responsible for informing the appropriate SMT or HOC in the event of a scheduled contact with the Lead Traveller or Lead Member of Staff being missed.

5 Overseas Travel Procedure

5.1 Permission to travel

5.1.1 No travel overseas by any student can take place without the express approval of each traveller's SDD and SMT member. No spouse/partner or any other member of a traveller's family may accompany any traveller without express consent from SMT member.

5.1.2 In the first instance all travellers must obtain by e-mail approval in principle from their SDD.

5.1.3 When there is evidence that such permission is granted the Lead Traveller or Lead Member of Staff must complete in full the relevant Overseas Travel Request Approval Form. These forms are provided as Appendix 1 and 1B.

5.1.4 All travellers must complete an Overseas Travel Risk Assessment Form. Each traveller must send this to their HOC attaching the Overseas Travel Risk Assessment Form. This form is provided as Appendix 2 in this document.

Appendix 6 in this document provides a step by step guide to the above procedure.

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5.3 Risk assessment

- 5.3.1 A specific risk assessment form has been developed for the purpose of students travelling overseas (Appendix 2). Guidance on completing this specific risk assessment is given in Appendix 3, and a list of frequently asked questions, with answers, is given in Appendix 4.
- 5.3.2 Any unaccompanied students travelling abroad as part of their studies for the first time must consult with the International and Corporate Services Director, as must **any** student where the SMT authorising member requests this (eg, where a question in the Risk Assessment is left blank or answered as 'No').
- 5.3.3 It is critical that the Lead Traveller or Lead Member of Staff makes a final check of the Foreign and Commonwealth Office (FCO) website for the area they are visiting as close as possible to the departure date and brings to the attention of the SMT member approving the travel any changes from that information already provided on the Student Overseas Travel Request Approval Form.

The link for the FCO website is:

<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

- 5.3.4 The Lead Traveller or Lead Member of Staff must also take local advice before travel from their overseas host(s), if relevant, regarding suitable/unsuitable areas to visit, carrying valuables, suitable/inappropriate attire and any other relevant information. Such consultation should be kept up throughout the trip, as appropriate. This ongoing consultation will inform any additional control measures required to minimise any newly identified risks as they arise.
- 5.3.5 If you have a pre-existing medical condition for which you take prescribed medication you need to check whether the medication is legal in the country you are travelling to. The Embassy or High Commission of the country you are visiting can advise.
- 5.3.6 Where the Lead Traveller is a member of staff, he/she must carry a College mobile phone with them for the duration of the trip. Travellers who do not ordinarily have access to such a device can book one in advance from the ICT Helpdesk. (See Section 6.2.4 regarding eligible expenses)

5.4 Travel Insurance

- 5.4.1 Perth College UHI provides travel insurance for staff only. Staff should refer to the Staff Overseas Travel Procedure for details.
- 5.4.2 Students must ensure they have adequate travel insurance for their intended destinations.

- 5.4.3 Students travelling to Europe should obtain a **free** European Health Insurance Card (EHIC). This will entitle UK residents access to necessary medical treatment during a temporary visit to the European Economic Area (EEA) and Switzerland. There are certain countries outwith the EEA that offer free or reduced fees for medical treatment.

Online application and further information can be found at:
<https://www.gov.uk/european-health-insurance-card>

5.5 Travel Documentation

- 5.5.1 Documentation and useful information that travellers are recommended to have with them are:

- Details of relevant insurance policy.
- Details of relevant travel agents.
- EHIC for EEA and Switzerland travel.
- Documents related to transport considerations (passports and visas). It is recommended that travellers have a photocopy of their passport in case of loss or theft. UK passport holders may wish to inform the Embassy in the relevant country they are visiting of arrival and departures dates.
- Address and telephone number of the relevant Consular Office or Embassy for UK passport holders in the destination country.
- Address and telephone number of international hospitals/clinics in the destination country.
- Inoculation records.
- A doctor's letter and a copy of any prescriptions for medication you have with you while travelling. See section 5.6 for more information on this.

This list is not exhaustive and consideration should be given to any other suitable documentation identified in the Risk Assessment. A list of frequently asked questions is available in Appendix 4.

5.6 Passports, Visas and Inoculations

5.6.1 Passports

A passport is considered to be a personal document and the responsibility of the individual, in which case individuals will be responsible for provision of their own passport.

5.6.2 Visas

Students will be responsible for obtaining and paying for visas to countries where these are required. Support is available from the International Centre if required.

5.6.3 Inoculations

It is the responsibility of all travellers to ensure that they check the requirement for inoculations advised by the FCO.

All travellers are strongly advised to have all of the **recommended** inoculations. Travellers who do not must declare this on Overseas Travel Risk Assessment Form (Appendix 2).

6 **Linked Policies/Related Documents**

Safeguarding Policy, Protecting Children, Young People, Adults at Risk and Staff.
Safeguarding Procedure, Protecting Children, Young People, Adults at Risk and Staff.

Staff Overseas Travel Procedure.

Health and Safety Policy.

Driving for Work Policy.

Local operating procedures for academic staff.

UHI Fieldwork Policy and Supporting Guidance (currently in draft).

Health and Safety at Work etc Act, 1974.

Management of Health and Safety at Work Regulations, 1999.

Appendix 1 – Where the Lead Traveller is a Member of Staff

All requests for overseas travel (ie travel outside the UK) **MUST** be approved in principle by your line manager and SMT (or Chair BoM) line manager in advance of any hotels or travel being booked.

Traveller Information	
Lead Traveller Name	
Department	
Other People Travelling (please attach a list if necessary)	
Emergency Contact Number While Overseas	
Name of Your 'Contact Buddy' (This ensures daily contact for safety purposes.)	
Travel Information	
Destination/s	
Departure Date	
Return Date	
Date of Return to Office (If different from above.)	
Purpose of Visit	
Expected Outcome of Visit (Please state the business outcomes expected.)	
Have you drawn up a draft Itinerary? This is Mandatory. (Itinerary must include full contact details of individuals and hotel/accommodation where staying.)	<input type="checkbox"/> Yes – copy of full Itinerary attached, or short trip itinerary noted here below.
Have you checked and shared the Foreign and Commonwealth Office Website for Travel Advice to the Area you are Visiting? This is Mandatory.	<input type="checkbox"/> Yes – checked and no warnings in place. <input type="checkbox"/> Yes – checked and there are warnings in place. (list these below)
Travel Warnings Details	

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Travel Information (continued)		
Have you completed a Risk Assessment? This is Mandatory.	<input type="checkbox"/> Yes – Risk Assessment completed and copy attached. <input type="checkbox"/> No – I have not yet completed a Risk Assessment.	
Insurance and Medical Information		
Travel Insurance: Have you checked with the Property Secretary whether or not you require an increased insurance premium eg for travel to USA.	<input type="checkbox"/> Yes – Have checked and no additional premiums required. <input type="checkbox"/> Yes – Have checked and there are additional premiums (show these in 'Other Costs' below).	
If travelling in Europe, have you, and those travelling with you, got a European Health Insurance Card (EHIC)?	<input type="checkbox"/> Yes – I, and any staff/students travelling with me, have an EHIC. <input type="checkbox"/> No – I, and any staff/students travelling with me, are travelling outside Europe and an EHIC is not required.	
Have you checked that all student travellers are aware of the requirement to have their own travel insurance?	<input type="checkbox"/> Yes – All students are aware of the requirement to arrange their own travel insurance <input type="checkbox"/> No – Some members of the travelling party are not aware.	
Have you, and those travelling with you, arranged to receive, or have already received, the required inoculations for the country you are visiting?	<input type="checkbox"/> Yes – I, and any staff/students travelling with me, have received the recommended inoculations. <input type="checkbox"/> No – Some members of the travelling party have not received the recommended inoculations.	
Estimated Costs – to be updated as required		
Total Cost of Trip (The College covers costs for members of College staff only, and receipts must be provided.)	Hotel Costs	
	Flight Costs	
	Other Costs	
Corporate Gifts		
Do you require corporate gifts?	<input type="checkbox"/> Yes – Contact carolyn.sweeney-wilson.perth@uhi.ac.uk <input type="checkbox"/> No	
Approval in Principle		
Do you have Approval in Principle to travel overseas? (Attach a copy of the email.)	<input type="checkbox"/> Yes – I have received approval to travel overseas from my HOC and the relevant SMT Line Manager and attach a copy of the email with this form.	

Emailing this document acts as an electronic signature and confirms that you have read and understood the terms of the Staff and Student Overseas Travel Policies.

Send a meeting invitation to travellers.perth@uhi.ac.uk for the travel dates attaching the following:

CHECKLIST

- This form
- E-mail approval from SMT/SDD
- Draft itinerary
- Personal risk assessment form - Appendix 2

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Appendix 1B – Where the Lead Traveller is a Student

All requests for overseas travel (ie travel outside the UK) **MUST** be approved in principle by your Head of Curriculum in advance of any hotels or travel being booked.

Travel Information	
Lead Traveller Name and Student ID	
HOC	
Other People Travelling (please attach a list showing next of kin contact numbers)	
Emergency Contact Number While Overseas	
Name of Your 'Contact Buddy' (This ensures daily contact for safety purposes.)	
Travel Information	
Destination/s	
Departure Date	
Return Date	
Date of Return to Office (If different from above.)	
Purpose of Visit	
Expected Outcome of Visit (Please state the business outcomes expected.)	
Have you drawn up a draft Itinerary? This is Mandatory. (Itinerary must include full contact details of individuals and hotel/accommodation where staying.)	<input type="checkbox"/> Yes – copy of full Itinerary attached, or short trip itinerary noted here below.
Have you checked and shared the Foreign and Commonwealth Office Website for Travel Advice to the Area you are Visiting? This is Mandatory.	<input type="checkbox"/> Yes – checked and no warnings in place. <input type="checkbox"/> Yes – checked and there are warnings in place. (list these below)
Travel Warnings Details	

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Travel Information (continued)	
Have you completed a Risk Assessment? This is Mandatory.	<input type="checkbox"/> Yes – Risk Assessment completed and copy attached. <input type="checkbox"/> No – I have not yet completed a Risk Assessment.
Have all the other travellers completed a Risk Assessment? This is Mandatory.	<input type="checkbox"/> Yes – I have a copy of all Risk Assessments for the group. <input type="checkbox"/> No – I do not have a copy of all Risk Assessments for the group. <input type="checkbox"/> N/A – I am travelling along.
Insurance and Medical Information	
Have you checked that all student travellers are aware of the requirement to have their own travel insurance	<input type="checkbox"/> Yes – I and all students travelling are aware of the requirement to arrange our own travel insurance and have attached my travel insurance documentation. <input type="checkbox"/> No – I do not have my own travel insurance.
If travelling in Europe, have you, and those travelling with you, got a European Health Insurance Card (EHIC)	<input type="checkbox"/> Yes – I, and any staff/students travelling with me, have an EHIC. <input type="checkbox"/> No – I, and any staff/students travelling with me, are travelling outside Europe and an EHIC is not required.
Have you, and those travelling with you, arranged to receive, or have already received, the required inoculations for the country you are visiting?	<input type="checkbox"/> Yes – I, and any staff/students travelling with me, have received the recommended inoculations. <input type="checkbox"/> No – I or some members of the travelling party have not received the recommended inoculations.
Estimated Costs – to be updated as required	
Total Cost of Trip (The College covers costs for members of College staff only, and receipts must be provided.)	Hotel Costs
	Flight Costs
	Other Costs
Corporate Gifts	
Do you require corporate gifts?	<input type="checkbox"/> Yes – Contact carolyn.sweeney-wilson.perth@uhi.ac.uk <input type="checkbox"/> No
Approval in Principle	
Do you have Approval in Principle to travel overseas (Attach a copy of the email.)	<input type="checkbox"/> Yes - I have received approval to travel overseas from my HOC and attach a copy of the email with this form

Emailing this document acts as an electronic signature and confirms that you have read and understood the terms of the Student Overseas Travel Policies

Send a meeting invitation to travellers.perth@uhi.ac.uk for the travel dates attaching the following:

CHECKLIST

- This form
- List of others travelling with next of kin contact details
- E-mail approval from SDD
- Draft itinerary
- Copy of travel insurance documentation
- Personal risk assessment form - Appendix 2

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Appendix 2 – Overseas Travel Risk Assessment Form - STUDENT

To be completed by each traveller

Name and Student ID of Traveller:			
Name of Lead Traveller (if different)			
Destination:			
Date of Risk Assessment:			
For reasons of health, safety and wellbeing you must consider the following issues prior to commencement of your journey.			
Overseas travel can pose additional risks such as travelling alone, meeting unknown contacts and more reliance on the host organisation. Less experienced business travellers especially may find the list below useful in preparation for the journey ahead. As you know there are various parts of the world where terrorist activity is more prevalent and where natural disasters can have devastating effects. Research your destination.			
Please tick the "Yes" or "No" box as applicable.			
1	Familiarity with Overseas Travel		
1.1	Frequent Overseas Traveller.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Are you familiar with Country's:		
2.1	Transport Infrastructure.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2	Customs and Cultures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3	Temperature.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4	Humidity.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5	Food.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Contacts with Host Organisations		
3.1	Are all the contacts being met known to Perth College UHI?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2	I am aware of the arrangements for being met in-country.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Fitness to Travel		
4.1	I am fit to travel and have no disability or pre-existing medical condition(s).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2	I have had all recommended inoculations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Send an email to your HOC attaching this form.

Please also send to the International and Corporate Services Director if any No boxes are ticked.

Permission to travel may be denied if this document is not received and any issues satisfactorily resolved.

Emailing this document acts as an electronic signature and confirms that you have read and understood the terms of the Overseas Student Travel Procedure.

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Appendix 3 – Overseas Travel Risk Assessment Guidance Notes

1.0	Familiarity with Overseas Travel	Associated Risk	Control Measures
1.1	Frequent overseas business.	Deep Vein Thrombosis. Jet lag. Aircraft air conditioning (long haul) causing infection. Ergonomics (type of seating).	Avoid sitting too long, take regular gentle exercise, use support stockings when appropriate and keep hydrated.
2.0	Are you Familiar with Country's:		
2.1	Transport Infrastructure.	Volume of traffic, noise, language barrier, risk to personal safety or lost sense of direction. Stress.	Advance information from host. Use transport recommended or provided by host. Be accompanied if possible.
2.2	Customs and culture.	Causing offence. Breaking the law.	Take advice from host. The Foreign and Commonwealth Office website gives information on culture customs, travel etc. Before visit read literature pertaining to country.
2.3	Temperature.	Exceptional cold weather – hypothermia. Very hot weather – dehydration.	Check the seasonal weather within the country and dress/hydrate accordingly.
2.4	Humidity.	Heat stroke, headache or fatigue.	Keep hydrated and take advice from host.
2.5	Food.	Unfamiliar food, sickness, diarrhoea.	Take advice from host.
3.0	Contact with Host Organisation	Loss of contact with host organisation or any group member.	Ensure every member of the group has all contact numbers/addresses readily available for host and group members.
3.1		Not being met at the airport, unaccompanied trips in unfamiliar environment, accompanied by unknowns.	Ensure you know who is to meet you on arrival and what the travel arrangements are.
4.0	Fitness to Travel		
4.1	Disability or medical conditions.	Slips, trips or falls, pulled muscles, loss of medication, delay in receiving medical assistance.	EHIC card. Contact details of local British Consul/Embassy and international hospitals. Adequate supply of medication and doctor's letter for further supply if required.
4.2	Vaccination.	Prevalence of disease.	Inoculation and preventative medication or measures, check with your GP and FCO in advance.

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Appendix 4 – Post-Trip Report

Traveller Information	
Lead Traveller Name	
Department	
Telephone No	
Other People Travelling	
Place Visited	
Purpose of Visit	
Name/Type of Accommodation	
Departure Date	
Return Date	
Did the visit meet your expectations (if not, why not) eg accommodation, travel arrangements, contact buddy etc.	
Signature:	
Date:	

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Appendix 5 – Procedure for Student Travel

