

Student Groups International Travel Guide - uea(su)

Introduction

Following both internal review and partnership working with the UEA Sport Team, we are delighted to be able to permit international travel for our Student Groups once again. This will take effect from January 2022. This document provides guidance and structure for Student Groups who are looking to undertake international travel as part of their activity from this point onwards. Whilst we want you all to have the best student experience possible during your time at UEA, with the Coronavirus pandemic still ongoing across the world the safety of you and your members is our absolute priority. Therefore the measures outlined in this document are designed to ensure that you are prepared in the best way possible to provide safe and engaging experiences for your members and/or other trip attendees abroad.

What do we need to know before organising a trip abroad?

Further into this guide you will find a link to our 'Trip Request Form', which must be submitted at least **10 weeks** in advance of your proposed trip taking place. This form will inform you of all the areas that you need to think about ahead of planning your trip, as well as providing the appropriate checklists to be completed as part of the planning process.

However please also find below an overview of some key things that you will need to consider:

External providers are your priority!

As Student Groups if would like to undertake international travel on trips, you must first look to do so on a trip organised by an external provider. Any providers will need to be approved by uea(su) and UEA Sport (*Sports Clubs only*) before booking. Ideally, this will be with a provider that uea(su) and UEA Sport (*Sports Clubs only*) already have an approved working relationship with such as Outgoing.

Outgoing are an official partner of uea(su) and UEA Sport, and have the ability to cater for both Society and Sports Club trips. For more information on Outgoing and how to investigate trip options for your Student Group with them, please see the below:

- Introduction - Life is for living. So get out there and live it. Be brave, be bold, be a pioneer and seek new experiences. Experiences that will define you and live with you forever. We are Outgoing, and we have spent over fifteen years discovering and developing travel

experiences that challenge expectations and change lives. Helping people like you find the hidden gems - the coolest clubs, the best bars – that only those in the know, know.

- Website - <https://www.outgoing.co.uk/>
- Contact Information – info@outgoing.co.uk

As such, we strongly encourage you to investigate booking your trip with Outgoing before looking into other providers. We have a strong working relationship with them and they have a proven track record with regards to safeguarding and prioritising the safety of our students on past trips. They also provide a range of quality experiences that are tailored specifically to you as Student Groups. These range from city breaks in cities such as Amsterdam, Edinburgh and Paris through to their headline Sports Club Tour event in Croatia.

Coronavirus policies

We will need to be confident in the provider's safeguarding policies around Coronavirus including infections, cancellations and support before approving any Trips. Essentially, as trip organisers you need to be confident that the provider has the appropriate measures in place to protect you and your members from Coronavirus to the best of their abilities. Think about the below when doing your research:

- What measures have they taken to limit your chance of contact with Coronavirus?
- What measures do they have in place to support you or your members should one of you contract Coronavirus?
- Does this include any support measures for if one of your group has to remain in the destination following the group's departure as a result of the destination's isolation requirements?
- Do they have any medically trained staff supporting your trip?
- Are their processes/documentation up-to-date with the latest Coronavirus guidance?
- Does their Risk Assessment cover all of the above?
- What are their refund/cancellation policies in case of a Coronavirus outbreak, either in your chosen destination or the UK?

It is also important that you research both the requirements for testing upon arrival at your destination and the requirements for testing upon returning to the UK.

Coronavirus rates

In order for your trip to go ahead, you will need to ensure that you are regularly checking the status of Coronavirus infection rates both domestically in the UK and in your chosen destination. If at any point you have concerns over a rise in cases that you feel could jeopardise either the safety of your Group and/or the trip itself, please contact Adam on adam.roche@uea.ac.uk for further guidance.

Criteria for self-organised trips

Trips organised solely by the Student Groups and/or members themselves cannot be considered unless it has been clearly demonstrated (with examples) that the trip cannot be reasonably undertaken through an organised external provider. This is because an organised provider should have a variety of safeguarding and risk management processes in place in order to prioritise your safety, which then allows you as Student Groups to concentrate on the enjoyment elements of your trip and takes the bulk of pressure off you as student leaders. This could include documentation such as risk assessments, crisis management plans, emergency procedures and Coronavirus policies as well as staff support. This is especially important with the continuation of the Coronavirus pandemic.

If you would like to make a case for a self-organised trip, you must do so by contacting the below at least **10 weeks** in advance of your proposed trip:

- Adam Roche – Head of Student Development and Activities – uea(su) - adam.roche@uea.ac.uk
- James Raywood - Student Sport Operations Manager – UEA Sport – j.raywood@uea.ac.uk (*Sports Clubs only*)

Insurance/Risk Management

If going through a trip with an organised provider, they will have a recommendation and/or requirement for the appropriate level of insurance cover required for you to undertake individually to support their own policy cover (if required). For example, Outgoing are able to provide recommended insurance providers as part of your communications with them. As part of our approval process for providers, we will have minimum standards of cover that their own and/or recommended policies will need to meet.

Should you be in a position where you provisionally have a self-organised trip approved, as a Student Group you will have to demonstrate that every member will be taking out an appropriate level of insurance cover that have sufficient measures in place to safeguard them in the instance of a Coronavirus outbreak and/or instance of members having to isolate whilst on the trip. For example, contracting Coronavirus and subsequently having to isolate could lead to one of your members missing their organised travel back. As a result, your insurance policy will need to include measures to support you all in such a situation.

As a minimum requirement, your insurance policy needs to cover the below:

- Personal requirements including pre-existing medical conditions
- Cancellation charges
- Medical expenses
- Repatriation (return of person/items) in event of accident/illness - **including as a result of Coronavirus**
- **Charges incurred as result of extended stay/missing return travel arrangements due to Coronavirus isolation requirements** – this could include things such as accommodation, food, travel, medication and/or other needs

Support Network

As a part of the Trip Request Form process, it is important that as the Trip Leader you save the key contacts from the Trip Request Form. Between uea(su), UEA Security and UEA Sport (*Sports Clubs only*) we are here to provide an advice-based support network should a member of your Student Group have to isolate on an organised trip. This would be to provide wellbeing advice and support to supplement the protection that will be provided by the appropriate insurance policy that will have been undertaken as a mandatory requirement for attending the trip.

Sustainable Travel – What are our responsibilities?

As part of this policy, it is important to incorporate previous policy work on sustainable travel for uea(su) for application to international travel. For context, it is important to note that domestic air travel for Student Groups is prohibited (as highlighted below in Policy 1285).

The below two policies and subsequent summaries of action outline the environmental responsibilities for any Student Groups looking to undertake international travel as part of their annual activity:

1. 1285 – UUEAS Sustainable Transport Policy (December 2012):

<https://www.uea.su/pageassets/democracy/unionpolicy/1285-UUEAS-Sustainable-Transport-Policy-6-12-12.pdf>

The Union Resolves:

1. To integrate guidance on sustainable transportation for any UUEAS employee required to commute, including suggestions on alternatives to private vehicles used as a means of transportation, as part of the application and interview process for all new and future staff members of the union.
2. To aim, where possible, to minimize unnecessary journeys for union business, and to promote cycling, car sharing and public transport.
3. To extend motion 1133 banning domestic air travel, and ban flying for all union activities, excluding those of peer support groups, Clubs and Societies, in Western Europe (1) where alternative transport exists, unless transport has already been booked, except in exceptional circumstances whereby a case must be presented to SOC in justification of need.

(1) For the terms of this policy, Western Europe is taken to include the following countries: Belgium, France, the Netherlands, Germany, Denmark, Luxembourg, Switzerland, Lichtenstein, Austria, Spain, Portugal, Andorra, Italy, Monaco, Ireland and San Marino.

(Policy Summary: Student Groups looking to fly to a destination listed above where other travel options are available (i.e. coach/train) must present a case to the Student Officer Committee for approval, otherwise they will be unable to utilise air travel for their trip.)

2. Policy 1799: Come Fly With Me (November 2015):

<https://www.uea.su/pageassets/democracy/unionpolicy/1799-Come-Fly-with-Me.pdf>

Union Resolves:

1. To amend the footnote to resolves 3 of policy 1285 Sustainable Transport Policy to read: 'For the terms of this policy, Western Europe is taken to include the following countries: Belgium, Eire, Northern France (North of Lyon), the Netherlands, Luxembourg, Switzerland and Western Germany (North and West of Nuremberg)'
2. To mandate the Activities and Opportunities Officer to ensure that this policy, including the 'get out clause', is effectively communicated to all existing clubs and societies'

(Policy Summary: The list of prohibited flight destinations (without SOC approval) has been reduced in order to increase opportunities for international travel for students within Student Groups)

What this means in practice?

Therefore any Student Group that is proposing to undertake international travel to any of the below destinations will be unable to travel by air, unless the Committee submits a business case to uea(su) that is then approved by the Student Officer Committee (SOC):

- Belgium
- Eire (Republic of Ireland)
- Northern France (North of Lyon)
- the Netherlands
- Luxembourg
- Switzerland
- Western Germany (North and West of Nuremberg)

(For reference, the Student Officer Committee (SOC) includes all Full Time-Officers (FTO's) and all Part-Time Officers (PTO's) within uea(su). Details of Committee membership can be found here: <https://www.uea.su/officers/>)

If you would like to submit a business case to the Student Officer Committee (SOC) as outlined above, please address this to the below:

- Lizzie Payne – Activities and Opportunities Officer – uea(su) - elizabeth.payne@uea.ac.uk
- Adam Roche – Head of Student Development and Activities – adam.roche@uea.ac.uk

Please note that this must be submitted at least **10 weeks** ahead of a proposed trip taking place, as per the same notice period for the trip proposal itself.

If the trip is to an international destination other than those listed above, then air travel is permitted for Student Groups.

uea(su) and UEA Sport Student Groups - Trip Request Form

Once you have ensured that your initial trip idea is sustainable in keeping with the above, you will need to complete a Trip Request Form. This can be accessed on the uea(su) Trips webpage via the below link:

- <https://www.uea.su/opportunities/committee-hub/events/trips/>

Once completed, this will need to be submitted to:

- Adam Roche – Head of Student Development and Activities – uea(su) - adam.roche@uea.ac.uk
- James Raywood - Student Sport Operations Manager – UEA Sport – j.raywood@uea.ac.uk
(Sports Clubs only)

Please note that this will need to be submitted at least **10 weeks** in advance of your trip taking place, in order to allow appropriate time for documentation review and approval. If you have any further questions, please contact Adam on adam.roche@uea.ac.uk