

## Trips Procedure

### Airport collection

- Check list of names
- Hand out lanyards
  - Ask them write their English name on
  - Emergency contact number on the back
  - Itchen address on the back
- Appropriate number of staff according to the ratio guidelines
- Walk in a group to the coach from the airport
- One member of staff at the back of the group to ensure no one wanders away
- Itchen College signs to hold up whilst walking for the group to see
- Once on the coach, inform them of the seatbelt law in the UK
- Do a head count
- Issue/collect student contact form to obtain mobile telephone number and medical information (if applicable)
- Check all seatbelts are on
- Inform them that they must not leave their seats until the coach has fully stopped (engine off)
- Once we arrive at destination, ask them to remain seated
- Call out the student's names and lead them to their host family who will take them home (for airport pick up)

All students:

### Trips

- When required, a first aider will accompany a trip
- A staff member will collect and take responsibility for medical information
- Take a register before leaving the college, non-attendees to be reported to the International Office
- Do a head count on the coach before leaving
- The students must wear their lanyards at all times
- Inform them they must look before crossing any roads, and to pay attention to the traffic lights
- Count how many students get off of the coach
- Itchen college signs held up for students to see at all times
- Appropriate number of staff according to the ratio guidelines
- One member of staff at the back of the group to ensure no one wanders away
- No free time in open areas
- If within a contained area, such as the British Museum, the students may walk around (defined geographical boundary) in small groups. No one permitted on their own.

- A designated meeting point will be identified and shown to the students, time agreed with them before the students go off in groups
  - One member of staff will be at the meeting point at all times in case of emergency
  - The group will wait at the meeting point until all students and staff have arrived
  - If there is anyone missing the staff and students will contact them and ask them to return
  - The group will then make their way back to the coach
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1. After a trip, students return to their host family either walking or picked up by the host (depending on time> Host are insured to drive students to and from college.
  2. If a trip is delayed, the student and International school will inform the host families by text message or phone call.
  3. If a host family has an emergency and cannot collect their student, the International School will ensure the student gets home safely.