# **Trips Abroad Guidance**

1. For a Society trip abroad to be considered, your Society must utilise a Trip Package Provider. This is the easiest way to organise a trip abroad, as they will assume responsibility for travel and accommodation etc. However, as the group leader you still have responsibilities to ensure the safety of everyone attending and their satisfaction of the trip.
	1. **Before the trip:**
* Complete the Trip Proposal Form and share with the Societies Team **at least 8 weeks** before the planned departure date.
* Meet with the Societies Team for a trip meeting.
* Your society might be eligible for [SU funding](https://www.hallamstudentsunion.com/opportunities/societies/portal/finance/funding/). Consider if you would like to apply.
* To safeguard your money, when choosing a provider, check they are ABTA registered and - if flights are involved - that they are ATOL licenced You should also read terms and conditions carefully to make sure you understand what you are agreeing to. Travel insurance is compulsory as soon as you have booked, whether they have opted for cover provided by the package provider or proof of their own independent cover.
* Before committing to go with your preferred provider, the Societies Team must review the terms of the contract. The Students' Union is responsible for the activities of our groups; therefore, we have a duty to make sure any agreements you enter are financially responsible and in line with [our policies.](https://www.hallamstudentsunion.com/get_involved/societies/committeeportal/governance-and-democracy/)
* Once the contract has been agreed, you should ensure the Students' Union has proof of the provider’s liability insurance.
* Consult with the package provider (you should be given a named contact from the company, who will manage your booking), ensuring a smooth flow of information.
* Consult with the Societies Team at the Students' Union, ensuring they are kept up to date with your plans and can advise you on anything extra you need to be aware of.
* Ensure that any money for the trip is either paid directly to the provider through the booking website or is paid into your group's account in the Students' Union. All money being paid out of your Students' Union account must be done in line with the HSU financial regulations - speak to your staff support or [take a look at the committee portal](https://www.hallamstudentsunion.com/get_involved/societies/committeeportal/) if you are unsure about these processes.
* Host a trip briefing (in person or online) for all trip attendees so they know the health and safety information and full itinerary.
* Complete the **Trip Registration form** - all sections need to be completed for trips abroad - and submit to the Students' Union **at least 1 week** **before** your departure. You should check the following for each traveller (the form will prompt you to do this):
	+ Valid passport
	+ A valid EHIC (European Health Insurance Card) or GHIC (Global Health Insurance Card). Information on both of these and how to get one can be found here.
	+ Visas - the package provider should let you know entry criteria for your destination country, and you should check that everyone who needs a visa has one
	+ Health e.g., inoculations and medical requirements.
* Ask your package provider to share their **standard risk assessment** and pass on to the Student Groups team. This should also be submitted to the Students' Union **at least 1 week** **before** your departure. Anything additional not covered by the company’s risk assessment will require a separate risk assessment to be created.
* Different countries require different amounts of time to be left before your passport expires. It could be anything from 6 weeks to 6 months from the day you enter the country (excluding any unexpired period brought forward from an old passport). The package provider should let you know what it is for your trip, and you should check everyone has this or they will not be allowed to enter your destination country.
* Work with the package provider to organise a pre-trip briefing, making sure that trip members have all the details required, and that they are still subject to the University and Students' Union codes of conduct on the trip.
	1. **Whilst on the trip:**
* Support the package provider’s representatives - being a point of contact for trip members. You are not expected to resolve issues surrounding the travel, accommodation or other activities that are arranged by (and the responsibility of) the package provider.
* In case of emergency, the provider rep should be your first point of contact.
* In case of a serious accident or incident, including in the event of a student becoming seriously unwell or injured, you must then contact Sheffield Hallam University Security as soon as possible on +44(0)114 225 2000. They will pass a message to the Students' Union.
1. **High Risk**
* All High-Risk societies will be notified to attend a specific induction at the start of the year and must ensure they continue to follow these procedures in the planning stages and operation of all trips.
* Any societies not classed as High Risk but planning to partake in high-risk activities will receive additional training regarding Health and Safety considerations and procedures.
* Any trips which incorporate high risk activity may require extended notice than specified above, therefore please ensure you speak to a member of the Societies Team as early in the planning stages as possible.