

# **Trips and Tours Policy**

## **Trips and Tours Policy**

### **1. Introduction**

- 1.1.** The following policy is to cover any trips or tours ran by the Bath Spa University Students' Union (hereon the Students' Union), by an external provider through the Students' Union or by any clubs, societies or other groups affiliated to the Students' Union.
- 1.2.** The policy will cover the process from tender through to delivery of a trip or tour to ensure there is minimal risk taken on by the Students' Union.
- 1.3.** The policy will replace the 'Sabbatical Participation in Trips and Tour Policy'

### **2. Tendering Process**

- 2.1.** In the event that a trip is being run centrally by the Students' Union then a tendering process must be followed where trip and tour providers will be contacted and invited to submit bids. This may include visiting the Students' Union to present their package.
- 2.2.** The CEO or their nominated manager will be responsible for conducting the tendering process; this will include inviting applications, any interview process and decision making.
- 2.3.** Student representation must be included as part of the tendering process, this should include a sabbatical officer and any other student representatives as deemed on a case by case basis.
- 2.4.** Any trip or tour company used must agree to follow any of the Students' Union policies, including Equality and Diversity and Health and Safety.
- 2.5.** Any trips or tours organised by Clubs, Societies or other affiliated Students' Union groups that are with an external company will require approval from the Chief Executive or their nominated manager before signing a contract with the group.

### **3. Free Places**

- 3.1.** If free places are offered by the tour company they must first be allocated to the Group Leader and then the Deputy Group Leader.
- 3.2.** Free places may not be allocated to participants until after final balances have been paid.
  - 3.2.1.** In the event that free places have been assigned before final balances are due then the Group leader will be responsible for reimbursing the Students' Union for the costs.
- 3.3.** If additional free places are given they will be allocated in one of the following ways
  - 3.3.1.** Through a fair application process where those awarded free places are expected to perform additional duties in assisting running the trip
  - 3.3.2.** Through a raffle which will have an entry fee with the proceedings being donated to the RAG chosen charity or a charity nominated by the Group Leader if there is no RAG chosen charity.
- 3.4.** Free places for Clubs and Societies or other Union Affiliated Groups should first be assigned to the Trip Leader and Deputy Trip leader who must be committee members or project leaders.

#### **4. Group Leader and Deputy Group Leader Responsibilities**

- 4.1. All centrally organised Students' Union trips must have a group leader and deputy group leader who must be either a sabbatical officer or a career staff member (non-student staff). This will be decided on a trip by trip basis.
- 4.2. Clubs and societies or other affiliated union groups must have a named group leader and deputy group leader who must be committee members or project leaders.
- 4.3. At least one of the group leaders or deputy group leaders for centrally organised Students' Union trips must have a first aid qualification.
- 4.4. Group Leaders will be responsible for the following:
  - 4.4.1. Ensuring participants receive full information on the trip or tour
  - 4.4.2. Ensuring participants have paid any outstanding balances
  - 4.4.3. Writing the Risk Assessments and ensuring procedures are followed
  - 4.4.4. Being the lead point of contact with any trip or tour companies
  - 4.4.5. Providing the details of all participants to the Students' union
  - 4.4.6. Providing a copy of the itinerary to the Students' Union.
  - 4.4.7. Designing excursions and trip content where appropriate
  - 4.4.8. Being responsible for providing briefings to participants on the trip
  - 4.4.9. Conducting head counts at various stages on the trip
  - 4.4.10. Being on call for all trip participants
  - 4.4.11. Being responsible for following emergency procedures in the case of an incident
  - 4.4.12. Being the main liaison point with any in resort reps provided.
- 4.5. Deputy Group Leaders will be responsible for the following
  - 4.5.1. Being responsible for providing briefings to participants on the trip
  - 4.5.2. Conducting head counts at various stages on the trip
  - 4.5.3. Being on call for all trip participants
  - 4.5.4. Being responsible for following emergency procedures in the case of an incident
  - 4.5.5. In the event of the Group Leader being unable to perform their tasks due to unforeseen circumstances the deputy group leader will take responsibility for completing the tasks of the Group Leader.

#### **5. Trip Attendees**

- 5.1. Anyone who attends a trip organised by the Students' Union or facilitated through the Students' Union in partnership with an external provider must be either a Full or Associate Member of the Students' Union
  - 5.1.1. In the event someone signs up who is not a member they will not be allowed to participate and may not be liable for a refund. If the trip is paid for externally refunds will be at the discretion of the external company.
- 5.2. The Students' Union must have a record of all participants on a trip or tour which must include emergency contact details.
- 5.3. The Students' Union must ensure that if an external company provides a trip or tour rep then their contact details must be provided to all participants.
- 5.4. All participants must be provided with information prior to departure from either the group leader or the external company, this may take the form of a tour pack.
- 5.5. Participants must be provided with a key information sheet at the start of the trip.

5.6. If a participant is under 18 at the time of sign up or attending the trip then parental consent must be granted. The Group Leader and Deputy Group Leader will be responsible for following child protection procedures.

## 6. Health and Safety

- 6.1. All trips and tours must be fully risk assessed and have approval from the Students' Union in order to take place.
- 6.2. Bath Spa Students' Union must be available to be contacted either through the main reception or through the emergency phone number outside of office hours in the event of an incident.
- 6.3. If an incident does occur the Students' Union must be informed as soon as possible by either the Group Leader or Deputy Group Leader who will then enact emergency procedures.
- 6.4. The Students' Union must be provided with a full itinerary for all trips and tours that includes the named group leaders, departure and arrival times, location of accommodation (where applicable) and planned activities (where applicable).

## 7. Remuneration of Staff and Officers

- 7.1. Staff and Officers who attend a trip as either a group leader or deputy group leader shall be remunerated for the following in line with the Union Travel and Subsistence Policy
  - 7.1.1. Cost of travel and accommodation
  - 7.1.2. Cost of insurance through trip provider
  - 7.1.3. Cost of food included in trip or tour package, e.g. half board or bed and breakfast
  - 7.1.4. Cost of any administration fees or including website administration
- 7.2. The Students' Union will not cover any extras that may arise from the trip. If these are wanted it shall be the responsibility of the Staff Member/Sabbatical Officer. This includes but is not limited to
  - 7.2.1. Cost of additional trips , tickets or excursions
  - 7.2.2. Spending money
  - 7.2.3. Cost of any additional food not included as part of the Tour Package
- 7.3. Staff participation will be recorded as working for Group Leaders and Deputy Leaders in the following capacity as per the staff Flexi System (passed December 2017:

### ***Attendance at conferences and trips***

- 6.1 *When attending conferences, employees should record the actual time of either the conference agenda, or, if they only attend part of the event, the actual time attended. Employees should also add in any travel time.*
- 6.2 *Where a staff member or Sabbatical is taking part in a trip/tour where they have responsibility for the group, it should be recognised that there is a responsibility to differentiate between working time and leisure time. It should also be recognised that that member will have had the added privilege of not having to pay for their place on the trip.*

6.3 *Therefore, employees should only claim the following:*

- *Equivalent of a standard working day (e.g. 7 hrs 30 mins)*
- *Hours worked in evening or over the weekend where you have led an excursion and remained completely sober during the duration of that excursion*
- *Hours during travel time when you have held briefings, escorted participants on/off vehicles etc.<sup>1</sup>*

## **8. Conduct on Trips and Tours**

**8.1.** It is expected that all participants will maintain a standard of conduct on trips and tours that does not bring the Students' Union into disrepute.

**8.2.** Students who attend will be expected to follow the Members Code of Conduct

**8.3.** Staff members who attend will be expected to follow any Staff Code of Conduct policies including the staff/student protocols for the duration of the trip or tour, regardless of whether they are working or in leisure time.

## **9. Additional benefits**

**9.1.** Any additional benefits that are offered must be recorded as part of the Students' Union's Conflicts of Interest policy under gifts and hospitality. This may include but not be limited to

**9.1.1.** Free Entry into events

**9.1.2.** Free gifts as part of entry into events, e.g. alcohol, VIP areas

**9.1.3.** Fee upgrades to any part of the trip

**9.1.4.** Any items bought for group leaders or deputy group leaders or trip participants

**Passed by:** Board of Trustees 07/06/18

**Date of Review:** June 2019

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<sup>1</sup> Bath Spa University Students' Union Flexi Policy, December 2017