



University of Lincoln Students' Union Policy on Foreign Trips

This policy applies to any trip arranged by a Society, Sports Club, Campaigns Network, Volunteer Group or Representative of the University of Lincoln Students' Union (ULSU), or any member that is traveling to an event associated with the SU in a foreign country.

This Policy must be read in conjunction with all Societies, Sports Clubs, Campaigns Networks, Volunteer Groups and Representative Policies (as applicable) and the Code of Conduct.

Definitions

The following gives clarification on the definitions within the policy:

Group(s) - referring to the relevant Society, Sports Club, Campaigns Network or Volunteer Group.

Context

The Package Travel and Linked Travel Arrangements Regulations 2018 (the Regulations) require organisers of trips abroad to ensure that certain requirements are adhered to. The effect of the Regulations mean that ULSU can be held liable if the trip has not been put together or organised correctly in accordance with the Regulations. To reduce the risk of liability falling on ULSU, all trips abroad must be organised through a third-party operator as set out in this Policy.

Principles

Trips abroad are only permitted under the following conditions:

- The proposed trip is organised through a package tour operator who is ABTA and ATOL protected (Approved Tour Operator) and:
 - indemnify/compensate the ULSU in respect of any loss which ULSU suffers as organiser under the Regulations; or
 - be the organiser for the purposes of the Regulations and will indemnify/compensate the ULSU in respect of any loss which the ULSU suffers as retailer.
- The Package Travel and Linked Travel Arrangements Regulations 2018 cover two types of travel arrangements (package holidays and linked travel arrangements) which have different levels of protection. To clarify, only holidays classed as package holidays, which have both legal and financial protection, can be booked.
- Any activities that take place on the trip are planned prior to departure and provided by or through the Approved Tour Operator. ULSU will require a copy of the tour operator's activities safety guide as part of the risk assessment for the trip.
- The Foreign and Commonwealth Office (FCO) travel advice does not advise against all travel, or all but essential travel, or any limitations on travel, to any area of the country of the proposed trip at the time of booking.
- A suitable group travel insurance policy, or individual travel insurance for each member of the trip, is in force for the duration of the trip, which must be submitted to ULSU at least one week before departure. The travel insurance policy/policies must cover repatriation and medical expenses.

- A trip form and a comprehensive risk assessment must be completed in advance of the proposed trip to mitigate foreseeable risks.

The Executive Committee must approve the proposed trip before it is advertised to any ULSU members.

The Executive Committee reserves the right to refer the trip to the ULSU Board of Trustees for approval if they have concerns that the trip's risk assessment does not mitigate risk for ULSU and/or its members to a satisfactory level. Further information regarding the proposal of trips can be found in the ULSU Trips & Events Policy for Societies, Sports Clubs, Campaigns Networks, Volunteer Groups and Representatives.

The Regulations

Set out below are some of the key requirements which the Regulations place on ULSU:

Misleading information

ULSU and the organising Group, Representative or member may be held liable for any misleading information provided to a member of the trip, if that member relies on the information and suffers a loss because of it. Care should therefore be taken particularly when advertising the trip to students. All information regarding the trip must be submitted in full to the ULSU Activities Department (for Sports & Societies) or Employability & Campaigns Department (for Campaigns Networks & Volunteer Groups), and approved by the Executive Committee, prior to any advertising or promotion of the trip.

Brochures

There is no requirement under the Regulations for a brochure to be produced for a trip, but if the trip is advertised through use of a brochure there are certain statutory requirements regarding its contents that need to be met.

No brochure may be used that has not been:

- produced, or approved, by a package tour operator who is ABTA and ATOL protected; and
- approved by the ULSU Executive Committee.

Security for money paid

The Regulations place an obligation on the organiser of trips to protect any money paid by the passengers prior to the trip. The organising Group, Representative or member must ensure that any monies taken by members are collected and held in accordance with the instructions of the Approved Tour Operator.

Breaches of this Policy

The safety of students on trips and protection of monies paid is paramount. Any members who do not comply with this Policy may be subject to disciplinary action in line with the Student disciplinary procedures for member(s), Committees, Societies and Sports Clubs forming part of the Code of Conduct of the Students' Union. This policy is to allow all ULSU members and Trustees to ensure compliance with the relevant legal requirements.

The Trustees' decision is final

ULSU's Board of Trustees reserve the right to issue a prohibition on travel under the name of ULSU (including any of its Groups, Representatives or members) to any country or area of the world should the Trustees be concerned about its geopolitical situation.

