

HOW TO PLAN A TRIP ABROAD



Trips abroad are a great way for you and your society to develop skills, build community and share new experiences. However, for a trip to be able to go ahead and be approved by The Union, the following process is in place for your safety and the safety of your members.

ALL trips (within the UK and abroad) must be reported to The Union by the Trip Leader. These can be reported [here](#).

A minimum of 6 weeks notice must be given but we strongly recommend you come and speak to us as soon as possible before the trip, particularly before booking anything.

There are two ways that societies will organise a trip abroad, with a tour operator (ie. ILOVETOURS) or without (meaning the society organises it independently.) It is important that you let us know whether it is with a tour operator or without as this has an impact on liability.

If using a tour operator, please make sure that they are ABTA/ATOL protected.

As a reminder, all policies and codes of conducts that apply to you as both a student at Manchester Met and as a member of The Union, still apply when away from Manchester (both within the UK and abroad).

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Trip Planning Checklist

Outline Planning (2-3 months before the trip)

- + Where are you thinking of going? How does it link to your societies objectives?

Budgeting

- + Do you need to apply for a grant? If so, please apply for one at least two months prior to the trip
- + Costs to come from Union bank account

Health and Safety

- + Risk Assessment (2 weeks before the trip)
- + Itinerary (submit this and the risk assessment here: [Student Group Trip Form 25/26 – Fill in form](#))
- + Confirm comprehensive travel/medical insurance for all members (2 weeks before the trip)
- + Participant info to The Union (two weeks before the trip) - [International Trip Abroad Participant Details Template – Fill in form](#)

Trip Leaders and Organisers Responsibilities

As a trip leader you have a number of responsibilities, both before and during the trip. It is important that there is one named 'trip leader' who is the key contact for both The Union and participants. We'd also recommend having at least one other 'organiser' to support with the planning and delivery of the trip. If more than 20 students are attending, you will be required to have 2 trip leaders.

Before the trip:

- + Check out the risk of the country you are visiting, some countries are high risk areas that the government advises not to visit due to conflict or political instability. You can check this here: <http://www.fco.gov.uk/>
- + Check the visa requirements for visiting, it may be that some participants need a specific visa to visit the country (primarily international students)
- + What activities are you planning on doing whilst abroad? Are they high risk, i.e. water-based activities? Are you doing a large social where drinking is involved? These will need to be addressed in your risk assessment.
- + If you're drinking whilst abroad, please make sure you've checked government advice on countries that have had issues with tampered alcohol as well as local laws and customs on alcohol consumption.

- + Contact The Union at least 6 weeks in advance to let us know you are planning a trip, this will allow us to provide you with the necessary support and guidance.
- + Provide guidance in advance to participants. This should cover the trip itinerary, what to take, what to do in an emergency, key phone numbers (including yours as trip leader/organiser, what to do in an emergency as well as health and safety (please see the factsheet later on). We strongly recommend that before leaving you have a pre-trip briefing with all participants to answer any questions and make sure they're aware of all key information
- + Attend a pre-trip meeting with The Union to ensure that everything is ok and give you the chance to ask any questions.
- + Send the participant fact sheet to all members going on the trip in advance.

During the trip:

- + Make sure all travelling on the trip have key information including your contact details, accommodation address and any departure times/ locations.
- + On occasions where all participants are attending, do a headcount.
- + Have a list of all participants and contact details with you at all times.
- + If you are going on a bar crawl/ drinking social, as trip leader or an organiser, at least one of you should remain responsible and able to carry out responsibilities.
- + Save key contacts in your phone in case you need them. These include MMU Security (0161 247 1334) EU Emergency Services (112) and the British consulate in the country.
- + You will be asked to check in with MMU security upon arrival and departure of the trip as well as at agreed upon times and dates. Please make sure that you check in when agreed to with The Union.

What if... happens?

Someone loses their passport abroad/ it gets stolen

- + The person who has lost their person needs to report the lost to the police and get a certificate of loss from them
- + Take the certificate of loss to the British consulate and apply for a replacement passport

There is a medical emergency

- + Call the number for the emergency services within the country you're in or, call 112.
- + If there is a First Aider nearby, ask them for help. If any first aiders are on the trip, make sure they're identified before going.
- + If it's serious, call University Security on 0161 247 1334
- + Please let The Union know – you will be given the relevant staff members contact details before leaving

Someone goes missing

- + Ask others on the trip if they've seen the person, ask the reception of the accommodation you're staying in and try to contact them on the phone
- + Contact the British consulate who will liaise with local police and hospitals
- + Contact MMU Security 0161 247 1334
- + Please let The Union know – you will be given the relevant staff members contact details before leaving

Someone gets arrested

- + Contact the British Consulate
- + Contact MMU Security 0161 247 1334
- + Please let The Union know – you will be given the relevant staff members contact details before leaving

Fact Sheet

Please give this to all participants

1. **Passport** – make sure that it's valid and in date (some countries need there to be at least 6 months remaining of the passport for entry). Find out more [here](#). A second form of ID should also be taken.
2. **Visas** – some countries require you to have a visa to visit. Please check this is in advance. Visas may also be more complicated for international students.
3. **Vaccinations/medication** – check in advance whether the country you're visiting requires you to have vaccinations before visiting and whether there are any extra health precautions recommended.
4. **Travel and medical insurance** – this is NOT provided by The Union. This must be obtained individually. Make sure you take your policy number and the 24-hour emergency number with you. This information must also be shared with The Union in advance. Make sure that your insurance is comprehensive and covers the following:
 - + Repatriation to the UK;
 - + Funding for a friend or relative to stay with the participant if hospital stay is required;
 - + Cover for repatriation of remains.
5. **Mobile Phones** – Check that your phone will work abroad or check how much roaming fees are. Post – Brexit, many phone providers now charge extra for using your phone in the EU. Save key numbers to your phone before leaving:
 - + Emergency Services – 112

- + Trip Leader
- + Accommodation Address
- + Local Taxi's
- + MMU Security - [0161 247 1334](tel:01612471334)

6. **Money** – Exchange currency in advance, keep cash in separate places and take traveller's cheques and/or working cash card with you as well. If you run out of money while abroad, you could use a Western Union (+44 0808 234 9168). You may also want to check in advance your bank's policy on using your card abroad – some may charge fees.
7. **Family/ friends at home** – let them know your itinerary
8. **Luggage/valuables** – make sure you're packing your luggage yourself and that it is either kept with your or always locked away. You're responsible for your own personal items and should get insurance to cover them.

Frequently asked questions?

How do I get health or travel insurance?

Many companies provide travel and health insurance, and a number of comparison sites will allow you to compare options based on coverage needed and activities planned. Make sure that you're honest with them about what you're doing whilst there as well as any underlying or previous medical conditions, failure to declare can lead to your insurance being invalid.

It is also worth exploring whether you are eligible for a Global Health Insurance Card (GHIC). This is a free service that allows you to access necessary state healthcare free or cheaper in some countries. This is NOT a replacement for travel insurance. You can apply for one here: [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS](#)

We're booking our flights independently, what should we look out for?

Make sure that the airline you're booking with is ATOL protected, this covers you in case the airline you've booked with falls into financial difficulties.

We're booking with a tour operator, what should we look out for?

Make sure that the provider you're using has ABTA protected, this provides you with protections in the case that the operator falls into financial difficulties.

Am I still covered by the Manchester Metropolitan University and The Union code of conduct?

Yes, you are. Just because you're abroad doesn't mean that you don't have to follow it.