

香港李寶椿聯合世界書院

**LI PO CHUN UNITED WORLD COLLEGE  
OF HONG KONG**



**POLICY ON STUDENT TRAVEL  
OUTSIDE HONG KONG**

**APPROVED BY  
THE BOARD**

**22 APRIL 2008**

This policy refers to activities designed and organized by the College in which students, in the care of the Responsible Adult Leaders appointed by the College, are arranged to attend visits, exchange programs, studies or services conducted outside the Hong Kong Special Administrative Region.

## **SECTION 1 – MANDATORY REQUIREMENTS**

### **1.1 Planning and Preparation**

- 1.1.1 Each study tour must be led by at least one Responsible Adult Leader, with each Responsible Adult Leader<sup>1</sup> taking care of no more than 16 students.
- 1.1.2 The capability of the participants<sup>2</sup> to take part meaningfully in the activity must be taken into consideration when deciding the destination, itinerary and duration of the tour.
- 1.1.3 All trips must be conducted only with the specific written permission of the Principal. Trips to places with potential hazards, such as current security or safety threats, must only be conducted on the specific written recommendation of the Responsible Adult Leader to the Principal after thorough investigation of the potential hazards.
- 1.1.4 The Responsible Adult Leader must draw up contingency plans for foreseeable critical situations and inform the students of the plans. The College must also set up an emergency contact system with the parents and the co-organizers/ host organizations to facilitate communication between these parties.
- 1.1.5 All relevant information, such as the addresses and telephone numbers of the lodging places, of each stop of the tour, must be collected where possible. Such information must be given to the responsible person of the College before the trip for emergency needs.
- 1.1.6 The Responsible Adult Leader must organise a briefing session before the trip to inform the students and the accompanying members of the tour, including duties of every party and rules to be followed by the students as required by the Colleges. Students must be reminded of the need to follow the Responsible Adult Leaders' instructions and observe all the safety regulations throughout the trip.
- 1.1.7 The Responsible Adult Leader must study and note travellers' health advice as detailed in the website of the Department of Health ([http://www.info.gov.hk/trhealth/e\\_HKTHS.htm](http://www.info.gov.hk/trhealth/e_HKTHS.htm)) regarding various health risks and advice as well as vaccinations. Any cost implications must be included within the budget for the trip.
- 1.1.8 The College must obtain a letter of consent at the beginning of each year from the parents of each student and also take note of the health condition of the students.
- 1.1.9 The Responsible Adult Leader must examine the travel documents of the participants as soon as possible. If their travel documents are not valid College must remind the participants to get the necessary documents as soon as possible.

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<sup>1</sup> Responsible Adult Leader refers to College teachers/staff and adult persons appointed by the College, such as parents and alumni. They should have a good knowledge of the nature of the activity and the problems likely to arise, and should undertake to take care of and manage the students in the course of the tour.

<sup>2</sup> Participants include all members in the study tour, excluding the Responsible Adult Leaders.

- 1.1.10 Once a trip has been approved, the College must provide travel insurance for the duration of the trip.

## 1.2 Points to Note during the Study Tour

- 1.2.1 The Responsible Adult Leader must bring along with him/her the necessary safety equipment for the tour, e.g. first aid boxes, communications equipment (mobile phones), torches, etc.
- 1.2.2 If a student needs to leave the tour temporarily, he/she must seek prior approval from the Responsible Adult Leader in charge. The student must also inform the Responsible Adult Leader and other members of the tour where he/she wants to go, when he/she will return and how to contact him/her.
- 1.2.3 Participants' absolute safety should be accorded the highest priority and in no way be compromised. If there are happenings of certain incidents that warrant the involvement of local official authorities such as police, the Responsible Adult Leaders must act accordingly without any delay.

## 1.3 Student Organised Trips

- 1.3.1 Student-organised trips will be permitted if:
- 1.3.1.1 a Student Leader<sup>3</sup> (or group of student-leaders) prepares a detailed concrete proposal to conduct a safe trip with clear, purposeful objectives and a detailed itinerary for approval by a Supervising Teacher<sup>4</sup> who is prepared to approve the proposal and, having accepted the Student Leader's written undertaking to ensure that the provisions of this policy are followed, accept the responsibility of ensuring as far as practicable that these undertakings are fulfilled; the Supervising Teacher must also undertake the selection of students if necessary;
  - 1.3.1.2 the Student Leader can ensure the obligations of the role of "Responsible Adult Leader" in the policy, either personally or with delegation;
  - 1.3.1.3 all members of the group are aware of the responsibilities of the student-leader(s) so that they can step in if the Student Leader is unable to perform the necessary duties for any reason;
  - 1.3.1.4 unless otherwise specifically authorized by the Principal, the trip is advertised and promoted at the same time as staff-led trips, and is open to application from all students;
  - 1.3.1.5 the parents of students wishing to participate in such trips are informed of the details (including the organization and supervision) of the trip, and written parental consent for each intended participant is provided to the Principal no less than 2 weeks prior to the trip;

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<sup>3</sup> Student Leader refers to the student who accepts the responsibility of organising and leading a student-organised trip outside Hong Kong in compliance with all the relevant provisions of this policy under the supervision of a Supervising Teacher.

<sup>4</sup> Supervising Teacher refers to an employee of Li Po Chun United World College who accepts the responsibility of supervising a student-organised trip that complies with the provisions of this policy.

- 1.3.1.6 all students participating on the student-organised trip sign a document acknowledging and agreeing to the objectives and details of the trip, and agreeing to comply with the instructions of the student-leader(s);
- 1.3.1.7 a written report on the trip is provided to the Supervising Teacher at the end of the trip by the student-leader(s), including an evaluation of how successfully the objectives were achieved, and any problems encountered; and
- 1.3.1.8 a copy of this written report, plus the Supervising Teacher's written reflection on the trip, is kept on file by the Principal.

## **SECTION 2 – ADVISORY POINTS**

### **2.1 Planning and Preparation**

- 2.1.1 All Responsible Adult Leaders leading the study tour should have experience in leading students to take part overseas visits.
- 2.1.2 It is advisable that at least one of the Responsible Adult Leaders or participants has received training in first aid.
- 2.1.3 Factors including accessibility, hygiene, language, living conditions and food of the place of visit should also be taken into account when planning the trip.
- 2.1.4 Pre-tour information should be provided as far as possible, which could include the following areas:
  - 2.1.4.1 orientation;
  - 2.1.4.2 discipline;
  - 2.1.4.3 manners and behaviour;
  - 2.1.4.4 safety measures – protection against mosquito bites, fire precaution and escape, proper use of electrical appliances, food hygiene, road safety, protection of personal belongings, and what to do in case of lost or injury etc.;
  - 2.1.4.5 immigration (customs) procedures;
  - 2.1.4.6 luggage – clothing, medicine, money, etc.;
  - 2.1.4.7 social customs and taboo of the place of visit;
  - 2.1.4.8 points to note for travelling outside Hong Kong.
  - 2.1.4.9 contingency plan
- 2.1.5 It is preferable to arrange two students or more, all of the same gender, to live in a room when allocating accommodation. This will facilitate provision of support to fellow members.
- 2.1.6 If a participant is not feeling well before the trip, the College or the Responsible Adult Leader should persuade the participant to seriously consider his/her health condition and consult a

doctor. If a participant shows symptoms of having contracted an infectious disease, it will be in the interest of the safety of the other group members that he/she should not join the tour. The College reserves the right to forbid any student from participating on a College trip.

- 2.1.7 Each participant of the study tour may prepare additional travel and medical insurance if the College has not done so on their behalf.

## **2.2 Points to Note during the Study Tour**

- 2.2.1 The Responsible Adult Leader should pay attention to the weather forecasts and news broadcasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 2.2.2 The Responsible Adult Leader should have full knowledge of the health condition of each participant in order to determine whether they should be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of each case. The Responsible Adult Leader should also arrange for any sick member to see the doctor immediately and to take effective preventive measures according to the doctor's advice. If necessary, the Responsible Adult Leader should inform the parents and the College of the students' health conditions as soon as possible.
- 2.2.3 The overriding concern is the safety of the participants of the tour. Activities should preferably be conducted in one large group or in small teams. Lone ventures should be avoided as far as possible. Responsible Adult Leaders should advise the participants to bring along with them copies of their travel documents for identification purpose where necessary. Moreover, if the students discover anything suspicious/ unusual during the visit, they should report it to their Responsible Adult Leader as soon as possible.
- 2.2.4 The participants should be fully briefed on the program or details of their activities before the commencement of such activities each day. After the conclusion of such activities, meetings or sharing sessions should be conducted to review the performance of the participants, the program and the relevant safety measures, and to make preparations for the activities of the following day.
- 2.2.5 When travel by any means of transport (including aircraft, boat, train or motor vehicle), participants should obey the relevant safety regulations and acquaint themselves with the emergency escape route or exit.
- 2.2.6 The Responsible Adult Leader should monitor the speed of the vehicle in which they are travelling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary. Moreover, the Responsible Adult Leader should see to it that the driver avoids prolonged driving without breaks. It is not advisable to make the driver continue with the driving when the weather is bad or when the schedule is so tight as to compromise road safety.
- 2.2.7 After checking in a local hotel, the students should first find out where the "fire escape" is. They should also acquaint themselves with which direction to go and where the escape route and place of assembly are in case of emergency.
- 2.2.8 The Responsible Adult Leader should carry with him/her information such as the full list of the group members and their respective hotel room number to facilitate assembly and checking of

participants. The Responsible Adult Leader should also inform the participants of his/her room and telephone numbers to facilitate contact with him/her.

- 2.2.9 The Responsible Adult Leader should always remind the participants to take proper care of their travel documents and other personal belongings.
- 2.2.10 The participants should put the room key, a torch and other important items in a convenient position before going to sleep, so that they can get them at the first instance even in darkness.
- 2.2.11 The participants should pay attention to food hygiene and consume only cooked food and boiled water. They should not patronize unhygienic stalls or restaurants.
- 2.2.12 The participants should wash their own clothing regularly and maintain good personal hygiene. They should avoid staying long in places which are crowded or have a high level of air pollution. If necessary, they should wear masks to reduce the risk of being infected by bacteria and viruses.
- 2.2.13 Each participant should carry a watch and take note of the assembly and return time of all activities. They should arrive at the fixed assembly point punctually as instructed.
- 2.2.14 The participants should bring along with them long-sleeved shirts and long trousers, mosquito repellent and sun block, etc. to help prevent mosquito or insect bite and sunburn.
- 2.2.15 The participants should make sure they have sufficient rest so that they will be strong and healthy enough to engage in all the activities throughout the journey.

### **2.3 Overall Considerations**

- 2.3.1 In devising safety measures, the College should refer to the above guidelines and make necessary adjustments, having regard to the nature of the tour, the ability/condition of the participants and the environment of the place of visit. This is to strike a balance between the objectives of the activity and the principle of safety.

## **SECTION 3 – EFFECTIVE DATE**

- 3.1 This policy will be posted in a public place, such as on the College's website.
- 3.2 This policy was approved by the Board on 22<sup>nd</sup> April 2008 and is effective immediately. It replaces the earlier Policy approved on 23<sup>rd</sup> August 2007.
- 3.3 Copies of this policy will be sent to the Education Bureau (EDB) and the College's insurance company.
- 3.4 This policy will be reviewed before the end of 2010 or as necessary.