

I hope this document gives adequate answers to your queries. Of course, we are ready to consider any other aspects you might well find relevant. If you have any more questions, please, let us know.

Thank you.

Kind regards,

Ana Martin

Details and risk assessment for the trip of Student Links Exchange Programme, taking part from 24th June to 18th July 2023 for the Spanish students, and from 18th July to 25th July for the British children.

A group of Spanish students will be placed with a group of British families from the school with children of similar age. The Spanish children will be attending the school taking part in the exchange with their “buddies”. At the end of this visit, the second year -because the programme is meant for at least 2 consecutive years- the English children whose families decide so, will go together with the group on its way back home, to stay for a holiday week with the Spanish families whose child has been their guests.

Once it has been determined the host family in England each one of the Spanish students is going to be with, all the relevant information about both families, in England and Spain, is sent to their counterparts in Spain and England, so that they can establish a first contact before the initial trip takes place. The ulterior three weeks of the visit offer, then, plenty of opportunity and time for the children and the families to get to know each other and develop a bond. In case they decide that the English student taking part in the exchange is going to Spain, the English and the Spanish families agree for the latter to act as loco parentis and hold the custody of the English child during their visit in Spain (exactly in the same way the English parents will have been acting as loco parentis and holding custody of the Spanish children during their visit to England). The children will be always safeguarded by the parents of the family who will therefore take full responsibility for all the medical and safeguarding issues.

On the other hand, during all the duration of their trip, the English and Spanish children will be fully covered by an insurance policy the details of which will be sent to the parents and to the schools. The families will also be informed in each case of any particular needs or circumstances regarding the well-being of the English students (such as allergies, medical treatments, special needs, etc.)

In any case, the staff and in particular the Head of Student Links, Ms. Ana Martin, personally, will be 24/7 at the disposition of both, the Spanish and the British families, to provide them with all the information required and give all the necessary support. In that respect, all the necessary measures will be taken to ensure that they can be immediately informed by the family in case of any extraordinary event taking place.

Hereafter a detailed document with the risk assessment as established for the journeys of the departure and return. A copy of the insurance policy will be sent to you as soon as we have it (we need to know first the number, the names and the details of the children who are travelling).

Risk assessment for the trip

Trip Details:

The children will be always traveling accompanied by Student Links's staff and staying with their host siblings at the other end.

The children will be flying to Manchester airport or Madrid airport -depending on the case, Spanish or British-. The families will gather at the flying company check-in desks on departure, and they will gather at ARRIVALS to collect their own child on their way back home.

All the families have agreed to look after them while they are there and to make sure they are always safe.

RISK ASSESSMENT:

Significant hazard	Who might be harmed?	Risk factor Likelihood: high, medium or low?	Risk factor Severity: high, medium or low?	How is the risk controlled?	What further action might be necessary to control the risk?
Day 1: Travel to either Madrid or Manchester					
Meeting point: Manchester (T3) and Madrid (T1) ARRIVALS			Flight details: Ryanair		
<p>Day 1: Travel to Bilbao</p> <ul style="list-style-type: none"> Contact home in case of emergency: see separate contacts list for details Forgotten passport 	<p>Parents/staff/ students</p> <p>Staff/students</p>	<p>Low/medium</p> <p>Low</p>	<p>Low/medium</p> <p>Low</p>	<p>All involved have contact relevant details Sensible behaviour-supervision & reminders given</p> <p>Students responsible-told to store in safe location</p>	<p>Briefing beforehand and documents given Talk given by Ana Martin before departure, conduct forms signed</p> <p>Carry photo of passport on phone. Group leaders will carry paper copies</p>

<ul style="list-style-type: none"> Lost passport Lost in airport/miss flight/stranger danger 	<p>Staff/students</p> <p>Staff/students</p> <p>Staff/students</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Medium/high</p> <p>Low/medium</p> <p>Low</p>	<p>All pupils to remain together on arrival at airport & complete check-in process & go through passport control together & as soon as possible (in case of any delay). Clear instructions given before group gets off – including reference to going to the toilet (must inform staff).</p> <p>Once through passport control – “base” established & pupils given instructions as to where they can go & at what time they must be back. Reminder regarding duty free purchases & “no alcohol” rule due to their ages. Must stay in groups of 4 & “base” will always have 2 members of staff present. Staff will be responsible for specific groups of students for purposes of counting & students will know who is responsible for them.</p> <p>Whole party to get a snack – choice of restaurants & snack areas – those with food allergies reminded of importance of being careful in their selections</p> <p>Check flight info regularly and meeting times</p>	<p>All students have laminated emergency contact details</p> <p>Staff will have a distribution list with the children’s mobile phone numbers to be able to communicate with them in case of emergency</p>
--	---	----------------------------------	---	---	---

<ul style="list-style-type: none"> Plane accident 	Staff/students	Low	Medium/high	<p>Respected airline used (Ryanair) Most incidences dealt with by cabin crew as part of their role but staff will intervene/support if necessary/appropriate. Seating arrangements – staff to try to spread throughout cabin/students to aid with supervision but this is dependent on allocation of tickets at check-in & flexibility on flight. Only staff allowed to sit at emergency exits</p>	<p>Be vigilant on board to instructions Pay attention to safety briefing and emergency procedures given by cabin crew Sit in allocated seats and ensure bags are stowed safely Obey signage e.g. seat belt signs</p>
<p>Arrival in Manchester or Madrid</p> <ul style="list-style-type: none"> Passport control 	Staff/students	Low	Low	<p>Staff to ensure that all children get through & wait until last is through. Parents have signed to say they have checked passport requirements for their children</p>	<p>Group to stay together – staff positioned either end to ensure a student is not left behind – mobiles can be used for contact if required. Reassemble group after departing airplane & head to passport control/baggage reclaim together.</p>

<ul style="list-style-type: none"> • Bags not arrived 	Staff/students	Low	Low	All staff & students to label luggage with luggage tags given	Spare tags taken. Told to pack spare set of clothes in hand luggage
<ul style="list-style-type: none"> • Families not waiting 	Staff/students	Low	Low	Families have been informed about arrival time at airport. Staff have a list of contact numbers of all Spanish parents	English and Spanish children remain with staff until family arrive.
<ul style="list-style-type: none"> • Adaptation or communication problems with family 	Spanish Students/ British children	Low	Low	Children know each other well. They have already been together for almost four weeks. Both parts are happy to complete the exchange	All families checked a DBS check. Students accommodated in respectable conditions. Children can ask for assistance from staff if required.
<ul style="list-style-type: none"> • Medical & Health conditions 	Students	Low/medium	Low/medium	Staff to make sure children are in good health condition when they travel and that appropriate first aid provisions are in place Necessary and medical information consent forms are collected. Families are asked to inform about specific medical conditions, allergies, or dietary requirements	Children insured to be covered anywhere in Spain or Britain. Inform relevant families if any participants have specific medical conditions, allergies, or dietary requirements.

<ul style="list-style-type: none"> Getting lost while with families 	Students	Low	Low/medium	<p>that need to be addressed during the trip.</p> <p>Children are told to make sure they stay by their host sibling and follow the family's instructions at all times.</p>	Children are told to have their mobile phones with them at all times as well as the laminated contact details.
Last day: Manchester Airport/Madrid Airport					
			Flight details: Ryanair		
<ul style="list-style-type: none"> Miss flight 	Staff/students	Low	Low	Set meeting time allowing plenty of time for unexpected events.	Remind Spanish families about the meeting time the day before return. Child to stay with someone from the staff and sent on another flight.
<ul style="list-style-type: none"> Family delayed for pick-up at airport 	Staff/students	Low	Low	Text English families from the plane to inform of definite arrival time.	Child to wait with someone from the staff until they arrive.

The risk and the procedures on the day they travel back to England or Spain are similar to the risks and procedures on the day of their departure; the members of Student Links's staff will stay with the Spanish students/British children until the last one of them has been picked up by the family.