

Dear Party Leader,

Local Education Authority/Independent Assessment Forms

Due to the large number of requests we receive to complete Local Education Authority forms and similar we have developed this information sheet to help you with some of your queries.

Travelbound is part of the Travelopia education portfolio of businesses.

A copy of the Travelbound H&S Policy Statement can be found by following the link to the Safety Management System, or alternatively a hard copy can be provided on request.

We are fully assured members of the School Travel Forum (STF).

Teachers using an STF Assured Member can be secure knowing that their travel partner:

- Understands and facilitates the needs of educational travel
- Manages safety effectively
- Offers fair terms and conditions, and the best financial security
- Is fully inspected every year by independent experts



Further details of the School Travel Forum requirements and guidelines can be found at:
<http://www.schooltravelforum.com/>

Additional Information

Travelbound has developed an internal Safety Management System ('SMS'), details of which can be found on our website. (<https://www.travelbound.co.uk/how-we-help/safety/>)

The SMS is structured around the recognised Plan, Do, Check, Act cycle:



Accommodation

All accommodation suppliers we work with meet as a minimum, the assessment requirements of the School Travel Forum which will include ensuring suppliers have a valid Operating Licence, are in possession of valid indemnity and public liability insurance, and comply with all Local and National Governing Body or Licensing Authority requirements. In addition, our physical assessments cover fire safety arrangements, the existence of an appropriate food management system and general safety areas such as swimming pools and security.

Transport

All transportation suppliers we work with meet as a minimum, the assessment requirements of the School Travel Forum which will include ensuring suppliers have a valid Operating Licence, are in possession of valid indemnity, public liability insurance and transport specific insurances. In addition, where we physically inspect transport suppliers, our assessments cover the management of driver hours & fatigue, driver recruitment, vehicle maintenance and emergency procedures.

Further, all air, rail and sea transportation provided as part of a tour comply with regulations set down by the appropriate Maritime and Coastguard Agency, Civil Aviation Authority or equivalent regulatory body.

Please Note:

- Use of/standards of public transport used by groups or individuals during a tour is outside of the control of Travelbound.
- All UK sourced coaches will be provided with seatbelts. Please be aware however it is not a legal requirement in many overseas destinations for coaches and buses to be fitted with safety restraints.

Activities

All activities conform to STF guidelines including the completion of relevant STF activity assessment paperwork based on the level of risk of the activity.

Emergency Procedures

- We maintain and regularly test our comprehensive Incident Management Plan, which is separate to but forms part of our Safety Management System, which covers all accident, incident and emergency situations under different incident level classifications dependent on severity.
- Our Incident Management Plan includes arrangements for response to an incident 24 hours a day.
- All groups are provided with a 24 hour emergency contact number which can be used whilst on tour.

Child Protection Policy

- A child protection policy has been established to protect those children we take on holiday and those in the destinations we operate to.

Insurance

- Public Liability Insurance is £10,000,000 any one occurrence.
- A copy of our Public Liability Insurance can be made available on request.

Memberships

- Fully Assured Member of the School Travel Forum (STF).
- Our tours comply with the 1990 EU Council Directive 90/314/EEC on Package Travel, Package Holidays & Package Tours (UK 'Package Travel Regulations 1992).
- Holders of the Learning Outside the Classroom Quality Badge (LOtC).



ABTA / ATOL Bonding:

- ABTA: V378X
- ATOL : 2165



We trust you have found this information useful, should you have any further queries please do not hesitate to contact us on 01273 265265.