Safety Management System

ABTA
Travel with confidence
ABTA No. V360X

3165
ATOL
PROTECTED

1 Introduction

Run by teachers for teachers the School Journey Association understands the importance of safety and planning. Our SMS system takes all reasonable steps to ensure we are providing a safe and secure environment for our schools and we are externally verified annually. Being a member of STF means we adhere to a strict code of conduct for our suppliers, who are audited for fire and other safety standards, insurance, accreditations and hygiene.

2 SMS Implementation and Review

Our Safety Management System includes 24-hour emergency cover. Our Safety Management team responsibility is as follows:

Mrs Nina Saunders – Chairwoman

Ms Sunitha Nair – Office Manager

Tour Consultants - responsible for tours

Audited Accommodation and Transport and Group Leader preview visits. To ensure our health and safety standards are maintained, SJA's systems and procedures are fully audited annually by independent experts.

3 Staff Training

All staff receive training in the company's emergency procedures and attend travel seminars / partake in audit training where relevant. A record of all training is kept and discussed at monthly board meetings.

4 Accommodation

All accommodation used by The School Journey Association complies with local legislation with respect to fire and general safety/hygiene. We issue and complete accommodation audit forms prior to use as per SJA and STF guidelines and personally visit all UK properties. Audits are reviewed every 3 years. Contracts/purchase orders with current liability insurance confirmation is in place for the duration of the trip.

5 Transport

All coach companies used by The School Journey Association comply with local legislation with respect to insurance, regulations, rules and relevant codes of practice. We issue and complete coach audit forms prior to use as per SJA and STF guidelines and personally visit all UK coach companies. Where possible they are members of CoachMarque/CPT. Contracts/purchase orders with current liability insurance confirmation is in place for the duration of the trip. Audits are reviewed every 3 years. Tour itineraries are agreed in advance with the coach companies to ensure they comply with driver's hours and all coach companies have 24 hr European Breakdown cover.

For air travel The School Journey Association holds an ATOL licence, number 3165. All air transport to and from the UK is regulated by the CAA and DofT. These bodies operate strict safety criteria so no additional auditing is required.

For Eurotunnel and ferries, they are regulated nationally so no additional auditing is required.

For rail travel, all trains are regulated nationally so no additional auditing is required

6 Visits and Excursions

The School Journey Association endeavours to ensure all visits and excursions on your itinerary have been evaluated and reasonable steps taken to ensure safety. Group leaders are responsible for ensuring their pupils are fully supervised at all times and their discipline. All safety/instruction briefings are to be followed by the whole group.

7 Pre-Tour Inspection Visits

All schools may visit their chosen destination to carry out their risk assessment. The School Journey Association provides, for confirmed tours either 1 night's accommodation for 1 with breakfast for UK tours or 1 night's accommodation for 2 in a twin room with breakfast for European tours, 1 crossing for a car via Eurotunnel or a contribution towards flight costs.

8 Accidents and Incidents

The School Journey Association encourages all group leaders to report any safety issues immediately to allow us to investigate and ensure any necessary action is undertaken as a priority. A record of such incidents is kept, any learning is implemented and shared with appropriate suppliers and discussed with the Board to reduce the likelihood of a similar incident occurring in the future.

9 Emergency Procedures

The School Journey Association has procedures in place for a major emergency. All group leaders, drivers and accommodation /agents are provided with contact details of our 24hour emergency cover. All staff on duty have the outline details of current groups on tour with emergency contact numbers for suppliers.

10 Safeguarding

As a member of ABTA, the leading travel industry body, we fully recognise that the safeguarding of children is everyone's responsibility and the travel industry must play their part in the safeguarding of children. As such ABTA members ensure that people working in the travel industry are well-informed, appropriately trained, and armed with the skills to ensure children are safeguarded.

11 Health and Safety

Safety is of paramount importance in all the arrangements we make for our school trips. Steps are taken for all aspects of Health and Safety as outlined above and we have a comprehensive guide on our website *Organising School Visits*. We continually monitor and update our procedures with line with current legislation.

Signed by: *Nina Saunders* Chairwoman of the SJA: Nina Saunders

Dated: 15 March 2023

Reviewed 12Jan26