

DOCUMENT *check list*

before you go

Use this handy cheatsheet to tick off all the documents you need for your trip, so you don't end up scrambling around and asking for information from parents last minute.

Your tour operator requires:

- **A passenger list** – including full names, D.O.B and passport information (including expiry dates). Any children who are not British Citizens will need the correct VISA (you can check this here www.gov.uk/browse/visas-immigration). Follow ABTA's advice and take a photocopy of every passport.
- **Rooming lists** – most hotels require these up front when making the booking
- **A completed booking form**
- **Any dietary and medical requirements**
- **Any disability requirements** – make sure you share information regarding a student's disability. This will enable your tour operator to consider accessibility and mobility when planning your trip
- **An emergency contact sheet** – 1 mobile number of the group leader and 2 out of school contacts. Make sure your SLT has these, as well as the emergency contacts of the tour operator, along with a copy of your emergency procedures.
- **Insurance indemnity** – your tour operator will need a full copy of your travel insurance, if you have chosen not to use theirs. Share a copy with parents too.

NICHOLA'S TOP TIP

The most regular problem we are contacted about from customers on tour is passport related – forgotten passports, out of date passports or visa requirements not fulfilled. Not only can this cause stress for the Group Leaders but great disappointment to those who may have to turn back. Make it a priority to check and double-check that all tour participants – including yourself – have the correct, in date passport documents and more importantly that everybody has it with them.



Priorities for the group leader:

- **Risk assessments** – ensure your risk assessments are complete on the Evolve system (or similar) for your LEA
- **EHIC cards** – check that all students have their European Health Insurance Cards (apply online at www.ehic.org.uk/internet/startApplication.do)
- **ESTA** – all eligible travellers visiting the United States under the Visa Waiver Program must apply for authorisation with ESTA (more information can be found on the ESTA website www.esta.cbp.dhs.gov/esta)
- **Social media usage guidelines** – set up rules for social media usage during the trip to avoid any information being shared that you wouldn't want to be
- **Behavioural conduct sheet** – make sure all parents and travellers are aware of the types of behaviour that you will and won't accept whilst on your trip
- **Learning outcomes checklist** – double check the right visits in your trip meet your learning objectives by sharing an outcomes checklist with your tour operator
- **On tour paperwork** – keep ALL your final paperwork together in a folder you can keep at hand. This is now even easier with Vamoos, our handy on tour app. Have access to all of your vital documents at the touch of a button.