

Dear Party Leader,

LEA/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 portfolio of businesses, the world's largest collection of specialist travel brands.

A copy of the Travelbound H&S Policy Statement & Travelopia policy statement can be seen by following the link below 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. (<http://www.travelbound.co.uk/about-us/safety>)

The SMS is structured across five key areas:

Policy
Organisation
Planning & Setting Standards
Monitoring
Audit & Review

Within the 'Planning and Setting Standards' section of our SMS, we set out details of our assessment standards with regards to accommodation, transport and activities, which in the majority of cases, exceeds the STF requirements, details of which are:

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 5 incident level classifications dependent on severity.
- Our Incident Management Plan includes arrangements for response to an incident 24 hours a day.
- Accident and incident reports are completed, reviewed and kept for all incident levels.

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 per event.
- A copy of our Public Liability Insurance can be made available on request.

Memberships

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



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 our Operations team on 01273 265265.