

Excursion Policy

inlingua Leeds organises a range of activities and excursions both for fun and education. inlingua Leeds organises these depending on student numbers, interest and suitable attractions for that time of year. Family and friends of students are allowed to come on trips but they must pay in full and must be over 18. Under 18s are not allowed. In the case of university visits, friends and family must be interested in attending the university.

Excursions are led by the Tour Guide (a named member of inlingua Leeds staff), and may also be supervised by a member of inlingua Leeds management.

Students must have their student card on them during any trip or excursion, as this will help them to be identified as students of our College. These cards have the inlingua Leeds emergency numbers on, in case of emergencies.

All excursions are optional and not included in the course or course fees. All excursions are individually priced depending on the activities, location and travel needs. Students must pay the money in full to the Administrator before they are permitted to go on the excursion.

The Tour Guide will have a full risk assessment, itinerary, register, first aid kit and other necessary items on them. Students will be given an itinerary and contact numbers on the day. Students will not be given an itinerary for shorter excursions in only one location.

By signing up and paying for the excursion, students are agreeing to abide by the following rules:

- Students will respect the Tour Guide, helpers or any other members of inlingua Leeds staff at all times.
- Students will respect the set itinerary and rules of any transport.
- Students will not be late for any meet-ups.
- Students will answer their phones if called by the Tour Guide during the day.

The supervision ratio guideline is one leader to 20 adult students. Where possible, inlingua Leeds aims for one leader to 10 adult students.

Lateness and Cancellation

Students who are late for the meet-up must inform the Tour Guide as soon as possible. The Tour Guide cannot guarantee that it will be possible to wait. If the student misses the excursion due to lateness, no refund is available.

If a student wishes to cancel their place on the excursion, they must do so at least 7 working days before the trip. inlingua Leeds cannot guarantee that a full refund will be possible. For shorter trips, inlingua Leeds may accept cancellations in less time, but a refund might not be possible.

Created: 18/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management

Rules and tips

Before you leave inlingua Leeds for an excursion, the group leader or the Tour Guide will give you instructions about the rules you must follow. You must pay attention and follow all the rules.

You must not leave the group or the group leaders under any circumstances.

You must always stay with the group leader on a social activity or excursion.

Inform the group leader if there are any worries or concerns.

Be careful near roads – keep back from the edge of the footpath. When crossing, wait for your group leader and only cross when instructed.

Don't forget – cars drive on the left.

On trains, take care to mind the gap between train and platform when getting on and off the train. Keep a safe distance from the edge of the platform when waiting for the train and stay behind the yellow line until the train has stopped.

When travelling on escalators, stand to the right and hold on to the handrail.

On all public transport, take a seat immediately. If it is not possible to sit down, hold the bus/train/coach handrail until it stops.

Do not enter or leave public transport until the group leader gives instructions to do so.

Watch out for cyclists on the pavements.

Pay attention and be aware of where you and others are.

Pay attention to any strangers around you or other students and notify the group leader if you have any worries.

Be aware of where your belongings are at all times. You are responsible for your property.

In cars, coaches and mini buses, put on your seat belt immediately and do not remove it until the journey is complete. Do not put fingers out of the windows or lean out. Do not stand whilst the vehicle is moving.

Do not carry a lot of money or valuables on excursions and activities.

You must always behave politely and respectfully. Represent yourself, your country and inlingua Leeds in the best way possible.

Created: 18/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management

Social activities are categorised as high, medium or low risk by inlingua Leeds. For any activities classified as high risk, such as contact sports, you must have medical insurance, or you will not be able to go.

Training of staff leading on/off site activities

Every member of staff leading any activities on/off site must be fully aware of any risks that may be involved. To this end, the line manager gives the Tour guide/Activity leaders all the details of the activities and risk assessments required.

Responding to situations where students are at risk

The Tour Guide/Activity Leader should work through the following steps to address any risk that students may face:

- Stop an activity that is not considered essential if there are risks attached.
- Replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Design measures that help control or mitigate risk.
- Identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- Having gone through this process, personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.

Created: 18/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management