



SAFER SCHOOLS TOGETHER

Guidelines for International School Trips

We hope the tips below will help you when planning trips abroad for your students, and accompanying chaperones, to ensure that everything runs smoothly in the case of any emergency.

- School districts should pay careful attention to travel advisories when planning international trips. Be mindful that many travel companies will say all countries are safe. We **strongly** recommend that you visit the [Government of Canada Travel Advice and Advisories website](https://travel.gc.ca/travelling/advisories), at <https://travel.gc.ca/travelling/advisories>, regularly during your planning preparations
- When planning for the trip, make sure all students have the required documentation to ensure eligibility to enter all countries that they will visit **including any stopovers**
- Ensure homestays offered by travel companies are of a high level of standard
- In case of emergency (e.g. terrorist incident/threats), when students may be housed in different locations, determine a muster point in your travel plans that all students and accompanying chaperones are made aware of
- Ideally international trips should include a counsellor as a chaperone. (This recommendation also applies to any continental school trips).
- It is recommended that most chaperones do not have their own children accompanying them on the trip
- Keep detailed contact information lists of all students and accompanying chaperones on the trip with the travelling group and at the school/school district office. Identify key contacts within the school, school district and travelling group.
- Important to ensure there is a communication plan in place prior to the trip between the chaperones on the trip, the school/school district, and families.
- If an emergency situation arises, it is recommended that travelling students and chaperones not use social media platforms. Instead, utilize the communication plan put in place prior to the trip to ensure everyone is sharing factual information with the school, school district and parents/guardians.
- Establish a plan for community counselling support for parents at home in the event that any critical incidents arise
- Two to four weeks prior to any international travel, check to see if any large-scale, targeted terrorist incidents have occurred as this can increase overall risk in a majority of tourist destinations around the world (critical period – predictable time frame for imitator incidents to occur.)