

Guidelines on Study Tours Outside the HKSAR

Study Tours outside Hong Kong

This refers to activities designed and organized by schools in which students, under the care of the escorts appointed by schools, are arranged to make visits, exchange programmes, studies or services conducted outside the Hong Kong Special Administrative Region.

I Planning and Preparation

- 1) All escorts in the study tour should have experience in leading students to take part in outdoor activities or overseas visits, with at least one of them being a teacher of the school.
- 2) It is advisable that at least one of the escorts or participants has received training in first aid.
- 3) Each study tour should be led by at least two escorts, with each escort¹ taking care of no more than 10 students.
- 4) The capability of the participants² to take part meaningfully in the activity must be taken into consideration when deciding the destination, itinerary and duration of the tour.
- 5) Other factors including climate, accessibility, language, condition of hygiene, accommodation and food of the place of visit should also be taken into account.
- 6) Places with potential hazards, such as political unrest, lax security, epidemic disease outbreaks, threats of earthquake or frequent occurrence of typhoon and flood, should be avoided.
- 7) Schools should draw up contingency plans in advance (e.g. procedures for handling delay or cancellation of the tour in response to changes in weather conditions, political environment or transportation, and to handle withdrawals or accidents in the course of the tour, etc) and inform the students and their parents of the plans. Schools should also set up an emergency contact system with the parents and the collaborators/ host organizations to facilitate communication with these parties.
- 8) Information relevant to the itinerary, such as the addresses and telephone numbers of the lodging places, location of the local police stations, hospitals, clinics or

¹ Escort(s) refer to school teacher(s)/staff and adult(s) appointed by the school, such as parents and alumni. They should have a good knowledge of the nature of the activity and of the problems that likely to arise, and should undertake to take care of and supervise the students in the course of the tour.

² Participants include all members in the study tour.

first-aid units as well as the emergency call numbers en route, should be collected. Such information should be given to the parents and the responsible person in the school before the trip for emergency needs.

- 9) Schools should organize a briefing session before the trip to inform the students, parents and the accompanying members of the details of the tour, duties of every party and rules and regulations to be followed by the students and parents as required by the schools. Students should be reminded of the need to follow the escorts' instructions and observe all the safety regulations throughout the trip.
- 10) Pre-tour training should be provided as far as possible, which should consider the following areas:
 - (i) orientation;
 - (ii) team-spirit;
 - (iii) discipline;
 - (iv) manners and behaviour;
 - (v) safety measures – protection against mosquito bites, fire precaution and escape, proper use of electrical appliances, food hygiene, road safety, protection of personal belongings, and what to do in case of getting lost or injury, etc.;
 - (vi) immigration (customs) procedures;
 - (vii) luggage – clothing, medicine, money, etc.;
 - (viii) social customs and taboo of the place of visit;
 - (ix) points to note for travelling abroad;
 - (x) contingency plan
- 11) It is preferable to arrange two students or more to live in a room when allocating accommodation. This will facilitate provision of support to fellow members. Once the arrangement for accommodation is finalized, no student should be allowed to make any change without a proper reason so as to avoid causing confusion.
- 12) The school should study and comply with, as appropriate, travellers' health advice as detailed in the website of the Department of Health (<http://www.dh.gov.hk/>) regarding various health risks and advice as well as vaccinations.
- 13) The school should obtain a letter of consent and a health certificate from the parents of each student and also take note of the health condition of the students. If a

participant is not feeling well before the trip, the school or the escort should persuade the participant to seriously consider his/her health condition and consult a doctor. The participant should not insist on joining the tour. If a participant shows symptoms of having contracted an infectious disease, it will be in the interest of the safety of the other group members that he/she should refrain from joining the tour.

- 14) The school should examine the travel documents of the participants as soon as possible and, if necessary, check their certificates of immunization. If their travel documents are not valid or the vaccination they have taken does not meet the requirements laid down by the place of visit, the school should remind the participants to get the necessary documents or health certificates as soon as possible.
- 15) Each participant of the study tour should prepare suitable travel and medical insurance.

II. Points to Note during the Study Tour

- 1) The escort should pay attention to the weather forecasts and news broadcasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 2) The escort should have full knowledge of the health condition of each participant in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of individual cases. The escort should also arrange for any sick member to see the doctor immediately and to take effective preventive measures according to the doctor's advice. If necessary, the escort should inform the parents and the school of the students' health conditions as soon as possible.
- 3) The escort should bring along with him/her the necessary safety equipment for the tour, for example, a first aid box, communications equipment (mobile phones), torches, etc.
- 4) Students should be divided into small teams. Each team is put under the care of an escort.
- 5) The overriding concern is the safety of the participants of the tour. Activities should preferably be conducted in one large group or in small teams. Lone ventures should be avoided as far as possible. Escorts should advise the participants to bring along with them copies of their travel documents for

identification purpose where necessary. Moreover, if the participants discover anything suspicious/ unusual during the visit, they should report it to their escort as soon as possible.

- 6) The participants should be fully briefed on the itinerary or details of the programme before the activities begin each day. After a day's activities, a meeting or a sharing session should be conducted to review the performance of the participants, the arrangement and the relevant safety measures, and to make preparations for the activities of the following day.
- 7) When travelling by any means of transport (including aeroplane, vessel, train or motor vehicle), participants should stay alert, obey the relevant safety regulations and acquaint themselves with the emergency escape routes or exits.
- 8) The escort should monitor the speed of the vehicle in which they are travelling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary. Moreover, the escort should be aware that the driver gets sufficient rest or works according to duty roster to avoid prolonged driving without breaks. It is not advisable to press ahead with the journey when the weather is bad or when the schedule is tight.
- 9) After checking in a local hotel, the students should first find out where the "fire escape" is. They should also acquaint themselves with the exit direction, the escape route and the place of assembly in case of emergency.
- 10) The escort should carry with him/her information such as the full list of the group members and their respective hotel room number to facilitate assembly and checking of participants. The escort should also inform the participants of his/her room and telephone numbers to facilitate communication.
- 11) The escort should always remind the participants to take proper care of their travel documents and other personal belongings.
- 12) The participants should put the room key, a torch and other important items in a convenient position before going to sleep, so that they can get them at the first instance even in darkness.
- 13) The participants should pay attention to food hygiene and should not eat uncooked food and drink untreated water. They should not patronize unhygienic stall or restaurant.
- 14) The participants should wash their own clothing regularly and maintain good personal hygiene. They should avoid staying long in places which are crowded or have a high level of air pollution. If necessary, they should wear masks to

reduce the risk of being infected by bacteria and viruses.

- 15) Each participant should carry a watch and take note of the time of assembly and return for all activities. They should arrive at the fixed assembly point punctually as instructed.
- 16) The participants should bring along with them long-sleeved shirts and long trousers, mosquito repellent and sun block, etc. to help prevent mosquito or insect bite and sunburn.
- 17) If a student needs to leave the tour temporarily, he/she must seek prior approval from the school through his/her parents. While he/she is away from the tour, the student must be accompanied by an appointed adult. The student must also inform the escort and other members of the tour where he/she wants to go, when he/she will return and how to contact him/her.
- 18) The participants must make sure they have sufficient rest so as to maintain physical fitness to engage in all the activities throughout the journey.
- 19) The escort must report regularly to the responsible person of the school in Hong Kong regarding the well being of the tour members and the progress of the activities in accordance with the agreed reporting mechanism. This is to keep the school informed of the latest movement of the tour, which will facilitate handling of inquiries from the parents.
- 20) Participants' absolute safety should be accorded the highest priority and in no way be compromised. If there are happenings of certain incidents that warrant the involvement of local official authorities such as police, the escorts should act accordingly without any delay.

III. Overall Considerations

- 1) In devising safety measures, the school should refer to the above guidelines and make necessary adjustments, having regard to the nature of the tour, the ability/condition of the participants and the environment of the place of visit. This is to strike a balance between the objectives of the activity and the principle of safety.
- 2) The school should make sure that all students, with or without disabilities, are given the same chance to participate in these study tours if the circumstances warrant. Moreover, the school should give those students with disabilities the assistance they required, for example, to prepare for them special "identification and S.O.S. cards" and to arrange the escort to keep their photographs and copies of their travel

documents just in case they are needed.

- 3) The school should read carefully the EDB circular memorandum on the details and policy specifications of the Block Insurance Policy and follow the relevant guidelines and instructions strictly. Moreover, the school is requested to observe the following:
 - a) All escorts are to be appointed by the school. The person appointed, as well as the programme, place and schedule of the visit must be approved by the school and recorded accordingly.
 - b) If there is any query concerning the coverage of the Policy or if an accident occurs, the school should contact the insurance company at once.
- 4) Schools organizing or collaborating with agents or overseas education institutes to organize study tours, should make reference to Chapter 1 “Notes for School Heads and Teachers/Instructors” and Chapter 2 “General Measures for Activities on Land” for planning of the “Guidelines on Outdoor Activities”. Schools should also abide to the tendering and purchasing procedures in force with prudence.
- 5) The Travel Industry Council of Hong Kong has uploaded on its website the “Code of Business Practice on Study Tours” inside which has laid down the points to note for organizing study tours. Schools arranging the study tours may make reference to it through the following path:
(http://www.tichk.org/public/website/en/codes/codes_of_conduct/part_two_5/html).

Education Bureau
June 2008