

OXBRIDGE GUARDIANS

## SAFER TRAVEL POLICY

This policy is to ensure all staff, homestays, parents and students are safe throughout their travel, given the current Covid-19 outbreak.

**Oxbridge Group Ltd**, trading as Oxbridge Guardians and Aspired Education, Registered Company No. 08573744

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Related Documents:

Safeguarding and Child Protection Policy

Emergency Situation Policy

Health and Safety Policy

Covid-19 Policy

Covid-19 Transport Declaration



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## Introduction and Overview

The ongoing effect of Covid-19 has had a lasting impact on international travel, as well as day-to-day life. With the wellbeing of our students, staff and host families at the forefront of the decision making process, we have developed a series of processes to follow to negate the risks generated by travelling.

We appreciate that there is a lot of uncertainty globally, however we continue to respond to Covid-19 in the ways best recommended by WHO, and Government advice. As a Gold Standard AEGIS accredited guardian, we are able to be part of a larger guardianship conversation to discuss appropriate support services for our students. These discussions are also informed by policies as well as guidance from AEGIS Covid-Safe Charter, Safe Schools UK, BSA Covid-Safe Charter, and UK Government advice.

Relevant policies and advice referred to throughout this document are;

- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>
- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-air-travel-guidance-for-passengers>

This document should be read alongside the Covid-19 Policy, which shares an overview for Oxbridge Guardians' approach to safeguarding against the spread of Covid-19. Specifically, those travelling or offering transport should read and familiarise themselves with this document, to ensure that the services offered or received are in line with Oxbridge Guardians Policy, and current UK Government recommendations.

### Before the flight

In accordance with government guidance, Oxbridge Guardians recommends that students ensure they complete the short checklist before leaving their home to travel to the airport.

- Check FCO Travel Advice and detailed health advice about travel to the UK
- Ensure you have relevant Travel Insurance
- Complete the 'Passenger Locator Form': <https://www.gov.uk/provide-journey-contact-details-before-travel-uk>
- Complete 'Risk Assessment Form for Quarantine' if you will stay with a Host Family
- Do not travel if you are displaying any Covid-19 symptoms
- Check in online (where possible) to reduce any physical contact times at the airport.

Students should work with their PSO to ensure all elements of the administrative tasks are completed. Personal Protective Equipment should be worn throughout the journey to ensure safety.

### Travel to the Airport

Ideally, only those travelling should enter the airport. Students should wear a face-covering on the way to the airport, as well as within the airport whilst waiting to board the flight. Airlines may have their own specific rules at the airport such as;

- Where to sit
- How to queue (at check-in, security and boarding)
- Instructions on the use of screens, barriers and floor markings.
- Requests to move to less busy areas.

Increased hygiene should be maintained throughout the journey to the airport, and whilst waiting to board. This is inclusive of;

- Social distancing
- Wearing Mask/face-covering
- Washing hands more often and for at least 20 seconds
- Use of hand-sanitiser where this is not possible

Whilst at the airport and on the way to the airport, students should be mindful of touching any surfaces. Students should be aware that certain airlines may require a temperature check before boarding.

### On board the flight

Whilst flying to the UK, students should ensure that they follow the guidelines specified by the airline.

Students should;

- Wear a mask, and any other PPE to feel comfortable during the flight.
- Remain seated as much as possible
- Follow instructions and guidance from the crew
- Use contactless payment where possible
- Be aware that food/drink service is likely to be reduced
- Make the cabin crew aware if they feel unwell.
- **Students may remove their mask to eat/drink as necessary.**
- Students should regularly wash hands for more than 20 seconds.
- There may be additional rules in place from the airline.

### Arrival to the UK

Students should keep a mask on throughout the airport and maintain social distancing of 2m, and regular hand washing. Students will be asked to show their onward travel form (with details of where they will quarantine) as well as regular travel documentation.

After leaving the Arrivals students should immediately go to their airport transfer. Airport transport should only be through Oxbridge Guardians, or the School to ensure that it is meeting with the relevant guidelines and restrictions put in place by UK Government and in line with Oxbridge Guardians policies.

If a student cannot find the driver, contact should be made with the PSO, who will be able to resolve this swiftly.

## Transport to and from Quarantine Accommodation

With all transport, the following measures should be followed:

- The car should be thoroughly disinfected before and after the student's journey
- The driver should wear a mask throughout the journey
- The student should wear a mask throughout the journey
- If the driver is to carry the student's luggage, gloves should be worn
- Hand sanitiser should be available in the car, for both driver and student
- Ideally, a screen should be between front and back seats
- Windows should be open in the back to maintain ventilation
- Students should ensure they sit in the back passenger seats (not next to the driver) to allow social distancing measures to be followed.
- Drivers should confirm that they have no symptoms of Covid-19
- Drivers should confirm that they have had no interactions with anyone with symptoms of Covid-19
- Students should confirm that they have no symptoms of Covid-19
- Students should confirm adherence to the Safer Travel Policy to minimise risk of contracting Covid-19 whilst travelling

All transport booked by Oxbridge Guardians is in line with our Covid-19 Declaration (Appendix A) which confirms the above checklist, as well as requesting individual Covid-19 Policies where possible, and ensuring that drivers have a responsibility to declare any symptoms/family members with potential symptoms.

By requesting declaration and understanding, the Transport Company are also confirming the circulation of the Safer Transport Policy document and relevant questions to their drivers. As part of our Safer Recruitment Checks, all drivers are enhanced DBS checked, and registered with the local council.

Drivers will not be used if they/their managing Transport Company have not completed a declaration and submitted any relevant supporting documents where necessary.

Where possible, Oxbridge Guardians will notify the student and parent of the details of the driver in advance to ensure the smoothest possible journey.

### Appendix A: Taxi Company Covid-19 Declaration

#### Oxbridge Guardians Covid-19 Transport Declaration

As the initial welcome for most students to the UK, we would like to ensure the passenger and driver safety for all students travelling during Covid-19. Whilst we understand most of the protocols detailed below will likely be in place by individual corporations, we would like to ensure clarity and understanding to best manage the risks of Covid-19. If there are any elements of this agreement which are not possible, or raise questions, please contact the Designated Safeguarding Lead: Steph Gilbert: 07837778298

Taxi Company Name

Name and Job Role of person completing this form

Contact Telephone Number

Add another

Whether an individual driver, or taxi company, by completing this form you are agreeing to the Safer Travel Policy, as well as confirming that all staff/drivers are informed and will follow protocols as detailed below

We have an existing Covid-19 Policy

Please upload file below

Yes

No

Drivers have not had symptoms of Covid-19 within last 14 days

Please ensure that you are regularly checking with your drivers about symptoms, to ensure passenger safety

Drivers have not had anyone within their household or 'bubble' suffer from symptoms of Covid-19 in last 14 days

Please ensure that you are regularly checking with your drivers to ensure passenger safety

Drivers will ensure car is fully cleaned and disinfected between any journey to ensure maximum protection for passengers from Covid-19

Drivers will wear masks throughout the journey

Where possible, students should handle their own luggage - if this is not possible, drivers should wear gloves to handle luggage

Students should sit in the back seats, away from the driver. Where possible, a screen between front and back seats should be in place

Windows in back seat should be open for additional ventilation for students

Where possible, hand sanitiser and masks should be available in the car (although students are asked to bring their own)

Please detail any further steps taken to safeguard passengers and drivers

Attachments

Add another

Submit