Safer Travel Policy

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Related Documents:

Safeguarding and Child Protection Policy Host Family Handbook Student Handbook Parent Handbook Code of Conduct Emergency Policy Welfare, Health and Safety Policy

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Oxbridge Guardians
Part of Oxbridge Group

AEGIS fully accredited to gold standard
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BRITISH BOARDING SCHOOLS NETWORK
Approved Agent 2025-2026

Contents

Contents ..... **Error! Bookmark not defined.**
Introduction and Overview ***3***
Travel in the UK ***3***
Arrival to the UK 3
Taxi Travel organised by Oxbridge Group Ltd 3
Travel provided by the Host Family 4
Transport to and from Accommodation 4
Travel provided by Oxbridge Group Ltd Staff or Contractors 4
Public Transport 5
International Travel ***5***
Before the flight 5
Travel to the Airport 6
On board the flight 6

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Oxbridge Group Ltd: Safer Travel Policy

Introduction and Overview

This policy is to ensure the best practice in terms of transportation for students, with mind to ensure the safety and wellbeing of others in light of any travel restrictions and general safeguarding requirements. Oxbridge Group will ensure to monitor and keep ahead of any potential risks to travel, to keep staff, students, host families and other partners well informed accordingly.

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.

This document should be read alongside the following policies and handbooks:

- Oxbridge Group Ltd: Safeguarding and Child Protection Policy
- Oxbridge Group Ltd: Host Family Handbook
- Oxbridge Group Ltd: Student Handbook
- Oxbridge Group Ltd: Parent Handbook
- Oxbridge Group Ltd: Code of Conduct
- Oxbridge Group Ltd: Emergency Policy
- Oxbridge Group Ltd: Welfare, Health and Safety Policy

Travel in the UK

Arrival to the UK

Students may be asked to show their Guardianship Letter/Letter of Undertaking, Parental Authorisation to Travel and School Acceptance Letter 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 Group Ltd or the School, to ensure that it is meeting with the relevant guidelines and in line with Oxbridge Group Ltd policies.

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

It is not recommended to travel by public transport on arrival to the UK due to the amount of luggage students will have to travel with. Oxbridge Group Ltd highly recommend organising the travel to/from airport in advance to ensure best possible price and guarantee of meeting safeguarding requirements.

Taxi Travel organised by Oxbridge Group Ltd

All taxi companies working with Oxbridge Group Ltd are required to be registered with the Local Authority/Council, and for drivers to be enhanced DBS checked. This is to ensure the safety of our

students when travelling in taxis, and to regulate the safety of the vehicle used for the travel.

In line with UK Government guidance, it is not required to provide Car Seats for students if they travel by taxi, but should students' meet the general requirements for Car Seats or Booster Seats Oxbridge Group Ltd would recommend the purchase and travel with seats where possible.

All taxi companies working with Oxbridge Group Ltd are required to submit annual declaration including knowledge and understanding of this policy, as well as Safeguarding policies, and proof of registration with Local Authority, alongside enhanced DBS Checks.

Taxi Driver Annual Declaration: Taxi Declaration Form

Travel provided by the Host Family

Where a host family is providing transport for students, it is essential that they:

- Ensure that they have a valid Driving Licence
- Provide information on the Car Insurance to Oxbridge Group Ltd
- Have informed their insurance provider that they will transport students as appropriate.
- Ensure that students who require Car Seats or Booster Seats have access to them, and that they are fitted safely (Child car seats: the law: Using a child car seat or booster seat - GOV.UK (www.gov.uk))
- Where a host is providing travel for students, we would recommend that the student sits in the back, in case of any emergency and to ensure that safeguarding guidance is followed, especially if providing one-to-one transportation.
- Should the host be unable to provide travel due to illness/unforeseen circumstances or mechanical issues, they should inform Oxbridge Group Ltd immediately so that we may make alternative arrangements.

Transport to and from Accommodation

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

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

Travel provided by Oxbridge Group Ltd Staff or Contractors

Any transport provided by staff or contractors of Oxbridge Group Ltd to students should reflect the guidance detailed above for Host Families, including but not limited to;

- Ensure that they have a valid Driving Licence
- Provide information on the Car Insurance to Oxbridge Group Ltd
- Have informed their insurance provider that they will transport students as appropriate.
- Ensure that students who require Car Seats or Booster Seats have access to them, and that they are fitted safely (Child car seats: the law: Using a child car seat or booster seat - GOV.UK (www.gov.uk))
- We would recommend that the student sits in the back, in case of any emergency and to ensure that safeguarding guidance is followed, especially if providing one- to-one transportation.
- Should the host be unable to provide travel due to illness/unforeseen circumstances or mechanical issues, they should inform Oxbridge Group Ltd immediately so that we may make alternative arrangements.

Public Transport

Public Transport in the UK is generally reliable and affordable. Oxbridge Group Ltd will only allow transport by Public Transport if authorised by parents, either in initial agreement or on a case by case basis. Any requests to travel via public transport will be considered alongside contextual information such as student's age, language level or capacity to travel, as well as the complication/length of the journey, and any school policies.

International Travel

Before the flight

In accordance with government guidance, Oxbridge Group Ltd 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
- Do not travel if you are displaying any symptoms of illness.
- Check in online (where possible) to reduce any issues at the airport.

Students should work with their LPSO to ensure all elements of the administrative tasks are completed. Personal Protective Equipment may be worn throughout the journey to ensure safety – students should note that some airlines may require this, and some countries may have different restrictions or rules.

Travel to the Airport

Ideally, only those travelling should enter the airport. 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 if appropriate
- Washing hands more often and for at least 20 seconds
- Use of hand-sanitiser where this is not possible

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 PPE as preferred 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 (if wearing) 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.