ISO 31031:2024-10 (E)

Managing risk for youth and school trips

Contents

Page

Foreword ..... **v**

Introduction ..... **vi**

1 Scope **1**

2 Normative references **1**

3 Terms and definitions **2**

4 Understanding the organization and its context **5**
4.1 Operating context 5
4.2 Stakeholders 6
4.3 Organizational objectives and risk criteria 6
4.4 Risk profile 6
4.5 Trip risk management and delivery 7

5 Establishing the framework for managing risk for trips **7**
5.1 Leadership and commitment 7
5.2 Policy 7
5.3 Roles, responsibilities and accountability 8
5.4 Objectives 9
5.5 Planning/establishing the programme 9
5.6 Implementation 10

6 Risk assessment **11**
6.1 General 11
6.2 Risk identification 13
6.3 Risk analysis 13
6.4 Risk evaluation 14

7 Risk treatment **15**
7.1 General 15
7.2 Risk avoidance 15
7.3 Sharing liability risk 15
7.3.1 General 15
7.3.2 General insurance 16
7.3.3 Special risk insurance 16
7.3.4 Third-party liability insurance 16
7.3.5 Third-party provider insurance 16
7.4 Handling the specific requirements of children and youth (also referred to as minors and young adults) 16
7.4.1 General 16
7.4.2 Identification and selection of potential participants 17
7.4.3 Information about potential participants 17
7.4.4 Protection of participants who are minors and vulnerable adults 18
7.5 Roles and responsibilities during the trip 18
7.5.1 General 18
7.5.2 Trip leader 19
7.5.3 Leadership team 19
7.5.4 Trip activity specialists 19
7.5.5 Individual placements and lone workers 20
7.5.6 Support personnel 20
7.5.7 Roles and responsibilities of participants during the trip 20
7.6 Supervision and staffing ratios 20
7.6.1 General 20

7.6.2 Direct supervision 22
7.6.3 Indirect supervision 22
7.6.4 Remote supervision 23
7.7 Safeguarding 24
7.7.1 General 24
7.7.2 Safeguarding policy and procedures 24
7.8 Medical considerations 25
7.8.1 General 25
7.8.2 Individuals with special needs 26
7.8.3 Medical, evacuation and repatriation insurance 26
7.9 Medical and security support services 27
7.10 Third-party provider 27
7.11 Travel and transportation 28
7.12 Trip activities 28
7.13 Accommodation 29
7.14 Contingency, incident and emergency planning 30
7.14.1 Contingency planning 30
7.14.2 Incident and emergency response 30
7.14.3 Escalating risk and responses 31

8 Communication and consultation 31
8.1 Programme/strategic communications 31
8.2 Operational/technical communications 32

9 Programme evaluation and continuous improvement 33
9.1 General 33
9.2 Trip evaluation 34
9.3 Management system reviews 34
9.4 Documentation 35
9.5 Recording and reporting 35

Annex A (informative) **Stakeholders 37**

Annex B (informative) **Risk assessment framework 38**

Annex C (informative) **Safeguarding considerations 42**

Bibliography 47