

Student Trips Abroad



Emergency Procedure and Guidance for Group Leaders

Minor Incident

Examples: Losing passport or property
Student with minor injury

Support the student and liaise with trip provider to resolve any issues.

Inform the Students' Association during office hours (9am-5pm) of the incident either by email or phone. Ask any injured person to complete Accident Report Form on return.

Serious Incident

Examples: A student being arrested
Student with visit to hospital
Student with bone fracture

Support the student as much as possible and liaise with trip provider to resolve any issues. Inform the Students' Association during office hours (9am-5pm) of the incident either by phone or email. Please do not make any comment to the 'Press' or use social media to communicate about the incident. Ask any injured person to complete Accident Report Form on return.

Major Incident

Examples: Incident with the 'Press' involved
Student with overnight stay in hospital
Life threatening injury or death of student

Contact the Students' Association immediately, if outwith office hours please contact the 24hr Security Office who will contact the relevant staff. Please do not make any comment to the 'Press' or use social media to communicate about the incident. Ask any injured person to complete Accident Report Form on return.

Contact Information:

24hr Security Office: +441413313787 (24hr)
Students' Association: +441413313886 (9-5pm, Mon-Fri)
hello@GCUstudents.co.uk
Activities Manager: +441412731615 (9-5pm, Mon-Fri)
gordon.mctweed@GCUstudents.co.uk