



SLOVENSKI STANDARD
oSIST ISO/DIS 31031:2023

01-december-2023

Obvladovanje tveganja za mladinske in šolske izlete

Managing risk for youth and school trips

Maîtriser les risques pour les voyages scolaires et des jeunes

Ta slovenski standard je istoveten z: ISO/DIS 31031

ICS:

03.100.01	Organizacija in vodenje podjetja na splošno	Company organization and management in general
03.180	Vzgoja in izobraževanje	Education

oSIST ISO/DIS 31031:2023

en

DRAFT INTERNATIONAL STANDARD

ISO/DIS 31031

ISO/TC 262

Secretariat: **BSI**Voting begins on:
2023-11-06Voting terminates on:
2024-01-29

Managing risk for youth and school trips

Maîtriser les risques pour les voyages scolaires et des jeunes

ICS: 03.100.01

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Reference number
ISO/DIS 31031:2023(E)

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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 262, *[Risk Management]*.

This second/third/... edition cancels and replaces the first/second/... edition (ISO #####:#####), which has been technically revised.

The main changes are as follows:

— xxx xxxxxxxx xxx xxxx

A list of all parts in the ISO ##### series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

This guidance standard is intended to assist those organizing trips for children and youths (also referred to as minors and young adults).

Each year millions of young people around the world take part in trips for a wide range of purposes including, for example, educational, training and development, religious, cultural, and sporting. A wide range of organizations provide such opportunities including schools and other educational institutions, commercial operators, youth organizations, charities, and cultural and religious groups.

Such trips can range widely from a day trip to visit a local museum, to an international expedition requiring lengthy travel and involving one or more nights away from home. The risk profile can also range widely: a week-long student exchange will be very different from a trekking expedition to a remote area or an adventurous activity course to learn sailing or mountaineering.

Those organizing such trips have a duty of care towards those involved in these trips. This will include the adults, teachers or instructors involved as well as the children and youths participating. Within this, attention to safeguarding issues is a significant consideration in respect of children and youths and vulnerable adults.

One of the key objectives and benefits of such trips, whether they are domestic or international, is to provide children and youths with the opportunity to experience new environments and cultures and meet new people. Such trips are intended to support their growth, learning and development, as well as enhance their resilience.

However, children and youths may not have sufficient experience to deal intuitively with unfamiliar situations and environments. Additionally, children and youths can behave unpredictably which may create unforeseen situations.

There is thus a need to ensure that a balance is struck between protecting the health, safety, and well-being of children at the same time as supporting their growth and development. This standard will assist trip organizers in achieving the broad range of trip objectives in a way that ensures that uncertainty and risk exposure are managed and controlled effectively.

The concept of youth varies by culture and jurisdiction. For the context of this document, “youths” are treated as those persons – regardless of whether they are part of an educational establishment or not – who have not yet reached their twenty-fifth birthday. This is in line with the UN definition of children/youth. For purposes of the application of this standard, the organization should decide upon the age range based on applicable jurisdictional requirements and the purpose and structure of the organization itself.

Trip risk management requires that organizations anticipate and assess the potential for hazardous events, develop risk treatments and communicate anticipated risk exposures to those involved in trips. Advising and providing trip participants and leadership teams with adequate medical, emergency response guidance, security, and information security precautions, including challenges to travel logistics, can significantly mitigate the impact of disruptive events.

The use of this document provides a means for a trip organizer to demonstrate that decisions on and during trips are based on its capacity to treat risk using internal resources only or with external assistance. Not all trips will warrant the same level of preparation for risk assessment and management. Although this document provides a comprehensive set of risk treatment options that a trip organizer can consider, the application should be reasoned and proportionate to the risk exposure. This will help the trip organizer, the leadership team delivering the trip and the children and youths involved realize the opportunities and benefits for which the trip is designed.

Managing risks for trips abroad where the trip organizer has no local base requires more comprehensive controls than for locations where risk profiles are well known and risk treatments have already been established. Timeliness and accuracy of information, analysis, and advice, including travel warnings, and dynamic risk assessments are particularly important. The trip organizer should also ensure that cultural differences (both among participants and in regard to the destination) are observed.

This document is based on the principles, framework and process of ISO 31000 (Risk management – Guidelines). These are set out at a very high level. ISO 31030 (Travel risk management – Guidance for organizations) provides further particulars of how organizations can apply these in the context of managing travel risks.

This document can be used on a standalone basis or integrated within other risk management programmes. The standard is also aligned with the core occupational health and safety management system set out in ISO 45001 (Occupational health and safety management systems — Requirements with guidance for use). As such, elements of this document can assist or inform organizations developing such management systems, but it is not a management system standard.

One of the aims of this document is to promote a culture where the risk involved in organizing trips for children and youths is taken seriously, resourced adequately and managed effectively, and where the benefits to the organization and relevant stakeholders are recognized. These benefits are mutually reinforcing and can include:

- promoting considered trip management to encourage and support inclusivity and accessibility;
- increasing the likelihood of delivering the cultural, learning and developmental objectives underpinning trips;
- enhancing an organization’s reputation and credibility – particularly with parents/guardians, and sponsors;
- improving confidence in health, safety and security arrangements with regard to travel among the staff involved in delivery;
- contributing to organizational continuity, capability and resilience;
- contributing to meeting the United Nations Sustainable Development Goals by ensuring inclusive and equitable quality education, promoting lifelong learning opportunities for all and strengthening the social dimension of sustainability.

Child and youth organizations or trip providers may already have policies, risk management and safeguarding protocols in place to manage risks associated with trips. For such organizations the guidance in this standard can be used to review or benchmark what they already have in place and to, where necessary, build upon them or establish additional protocols for new activities or environments.

Equally, the guidance can be used to create policies, procedures and protocols, where they don’t already exist or for trips where a group has come together for a one-off experience outside any regular or otherwise structured organization.

In this document, the following verbal forms are used:

- a) “should” indicates a recommendation;
- b) “may” indicates a permission;
- c) “can” indicates a possibility or a capability.

Information marked as “NOTE” is intended to assist the understanding or use of the document.

“Notes to entry” used in [Section 3](#) provide additional information that supplements the terminological data and can contain provisions relating to the use of a term.

Managing risk for youth and school trips

1 Scope

This document provides guidance for managing risk for youth and school trips for both domestic and international travel with specific attention to minors.

It is intended for use by any organization, institution, or group, that provides activities, visits or trips for children and youth outside of their usual place of operation. These include, but are not limited to:

- Educational institutions (schools, colleges, and universities).
- Children's homes (including foster care provision)
- Residential tutorial centres (summer schools, language colleges)
- Community based youth groups (scouts, guides, cadet units, youth clubs)
- Faith-based groups
- Youth sports clubs
- Youth arts clubs (music, drama, painting, literature)
- Adventurous activity centres (day visits and residential)
- Commercial and non-commercial providers of visits abroad (offshore sailing, cultural tours, sports, community projects, adventure activities and expeditions)
- Tourist attractions, tour operators, other service providers

It covers trips of any duration from day trips visiting local points of interest to months-long trips to other continents. These trips can be for purposes such as excursions, fieldwork, expeditions and adventurous or cultural activities undertaken for educational, research, training, or recreational purposes; the standard covers any sort of travel under the auspices of an organization, be it one person travelling for an internship or dozens travelling for a sporting match.

The standard not only covers the physical movement between locations but also the events and activities associated with the objectives of the trip.

The document provides good practices to address typical risks arising from activities related to trips. It also includes guidelines for creating an emergency response plan.

The standard does not apply to groups of vulnerable adults *per se*. However, some aspects of the guidance may also be relevant to managing trips for vulnerable adults.

This standard does not cover situations such as minors travelling with their families. As well, it will not include how to organize such trips and it will not be limited to adventure travel. Additionally, virtual travel will not be specifically covered by the standard.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 31000, *Risk management — Guidelines*

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ISO 31030, *Travel risk management — Guidance for organizations*

ISO/IEC 31010, *Risk management – Risk assessment techniques*

ISO 31000:2018, *Risk management — A practical guide*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

3.1
duty of care
moral responsibility or legal requirement of an *organization* (3.8) to protect *participants* (3.9) and the *leadership team* (3.5) from *hazards* (3.2) and *threats* (3.17) particularly those that might result in injury or harm

3.2
hazard
source of potential harm

[SOURCE: ISO 31073: 3.7.5, modified — Note 1 to entry has been deleted.]

3.3
incident
situation or event, including an accident, that could lead to harm, disruption or a significant change of plan, loss, emergency or crisis

3.4
incident management team
group of individuals functionally responsible for planning for the likelihood and management of an *incident* (3.3)

Note 1 to entry: Responsibilities of the incident management team can include liaison with external *organizations* (3.8), *stakeholders* (3.15) and families.

Note 2 to entry: The team could be one individual in a small organization.

Note 3 to entry: The composition of the incident management team may change based on the evolution of the situation and the seriousness of the incident or crisis.

3.5
leadership team
team that includes the *trip leader* (3.21), any other leaders and trip activity specialists, approved by the trip organizer to deliver the trip.

Note 1 to entry: It is recognized that many trips may be run by the trip leader only, in which case there would be a leadership team consisting of one person, with the trip leader fulfilling the requirements of both the leader and leadership team.

Note 2 to entry: This could include teachers, parents, chaperones, or other volunteers, if they have responsibilities in organizing the trip.

3.6 minor

person who has not yet attained the age of majority

Note 1 to entry: The age of majority can vary across countries or jurisdictions.

Note 2 to entry: For trips into different jurisdictions, the status of individual participants may change depending on locale.

3.7 off-duty time

periods of time during a *trip* (3.19) when members of the *leadership team* (3.5) are not engaged in work activities but remain under the responsibility of, and responsible to, the *trip organizer* (3.22)

Note 1 to entry: This definition is based on that contained in ISO 31030 but has been modified to be more specifically focussed on the scope of this standard”

Note 2 to entry: Members of the leadership team can retain supervisory responsibilities if required during such time.

3.8 organization

person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives

Note 1 to entry: The concept of organization includes, but is not limited to, sole-trader, company, corporation, firm, enterprise, authority, partnership, association, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

[SOURCE: ISO 31022:2020, 3.4, modified — Note 1 to entry has been modified.]

3.9 participant

person taking part in the *trip* (3.19) but not a member of the *leadership team* (3.5).

Note 1 to entry: This could also include teachers, parents, chaperones, or other volunteers, if they are not members of the leadership team.

3.10 personal leave time

Period of time during a *trip* (3.19) when a member of the *leadership team* (3.5) takes leave of absence, or other authorised time-off, and when their duties associated with the trip cease for a specified duration.

3.11 risk

effect of uncertainty on objectives

Note 1 to entry: An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and *threats* (3.17).

Note 2 to entry: Objectives can have different aspects and categories and can be applied at different levels.

Note 3 to entry: Risk is usually expressed in terms of risk sources, potential events, their consequences and their likelihood.

[SOURCE: ISO 31000:2018, 3.1]

3.12 risk assessment

overall process of risk identification, risk analysis and risk evaluation

[SOURCE: ISO 31073: 3.6.1]

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3.13

risk treatment

process to modify *risk* (3.11)

Note 1 to entry: Risk treatment can involve:

- avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;
- managing risk to an acceptable level in order to pursue an opportunity;
- removing the risk source;
- changing the likelihood;
- changing the consequences;
- sharing the risk with another party or parties (including contracts and risk financing);
- retaining the risk by informed decision.

Note 2 to entry: Risk treatments that deal with negative consequences are sometimes referred to as “risk mitigation”, “risk elimination”, “risk prevention” and “risk reduction”.

Note 3 to entry: Risk treatment can create new risks or modify existing risks.

[SOURCE: ISO 31073: 3.10.1, Note 1 to entry amended]

3.14

safeguarding

process to ensure the safety, health, well-being and human rights of children and youth to protect them from abuse, physical and emotional harm, and neglect

Note 1 to entry: Safeguarding is also applicable for vulnerable adults.

3.15

stakeholder

person or *organization* (3.8) that can affect, be affected by, or perceive themselves to be affected by a decision or activity

Note 1 to entry: The term “interested party” can be used as an alternative to “stakeholder”.

[SOURCE: ISO 31000:2018, 3.3]

3.16

third-party provider

External provider supplying services, products, or both on behalf of the *trip organizer* (3.22) in accordance with agreed specifications, terms and conditions

3.17

threat

potential source of danger, harm or other undesirable outcome

[SOURCE: ISO 31073: 3.7.7, modified —Notes 1 and 2 to entry have been deleted.]

3.18

top management

person or group of people who directs and controls an *organization* (3.8) at the highest level

[SOURCE: ISO 9000:2015, 3.1.1,]

3.19

trip

any off-site travel and/or activity undertaken by *participants* (3.9) under the direction and responsibility of the *trip organizer* (3.22)