

Checklist for Teachers Leading a School Trip to China

1. Itinerary and School Approval Checklist

Appointment of School Trip Coordinator

- ☐ Assign a single coordinator to coordinate the trip from planning to completion.
- ☐ Define the responsibilities of teachers, the group leader, and other staff members.
- ☐ Make sure that the number of students and accompanying staff meets the school's requirements.
- ☐ Define the communication and decision-making processes for resolving problems during the trip.

Development of the Trip Plan

The trip plan must include the following elements:

- ☐ The activity theme and educational objectives
- ☐ Itinerary
- ☐ Participating teachers and students
- ☐ Departure time and destinations
- ☐ Transportation arrangements
- ☐ Accommodation
- ☐ Meals
- ☐ Cost estimates
- ☐ Safety and emergency response plan

Make sure that the itinerary is compatible with the requirements of the school's curriculum. Avoid overly tight schedules or programmes that consist only of sightseeing activities.

Conduct Itinerary and Risk Assessment

- ☐ No later than 15 days before departure, the school should assess the basic conditions of the destinations, hotels, transportation, and activity sites.
- ☐ Confirm the safety, health, and emergency needs of the student group.
- ☐ If a third-party company is appointed, confirm its business license, relevant operating permits, educational tour service qualifications, safety management system, and previous experience in organizing educational tours.

- ☐ Site visits are recommended before departure. If this is not possible, obtain detailed information about the destinations and facilities through a local travel agent.

Complete the Internal Approval Process

- ☐ Complete the school's internal approval process according to the school's requirements.
- ☐ Confirm the responsibilities and coordination arrangements among the school, teachers, students, and parents.
- ☐ Ensure that parents have been informed of the itinerary, safety measures, and emergency contact information.
- ☐ If the school or destination has any special requirements regarding international travel, confirm the relevant procedures in advance.

Confirm Travel Insurance

- ☐ Confirm that all participating teachers, students, and other accompanying personnel have purchased insurance that is valid for travel in China.
- ☐ Check whether the insurance covers medical treatment, accidents, emergency assistance, and other coverage relevant to group travel.
- ☐ Confirm that the insurance covers the entire trip and keep copies of the insurance policies and emergency contact information.

2. Travel Partner and Itinerary Planning

Checklist

Select a Travel Partner

- ☐ Confirm that the service provider has the required legal operating qualifications.
- ☐ Confirm that the provider has experience hosting international schools and student groups.
- ☐ Review previous school group cases and client feedback.
- ☐ Understand the provider's student safety management and emergency response procedures.
- ☐ Compare service offerings, pricing, team experience, and safety measures.
- ☐ Sign a formal service contract clearly defining responsibilities, services, fees, and cancellation policies.

Confirm Transportation Arrangements

- ☐ Confirm that the vehicles meet local operating and safety requirements.
- ☐ Confirm that the vehicle type and passenger capacity are appropriate for the group size.

- ☐ Confirm that drivers hold the required qualifications.
- ☐ Confirm driver contact details and pick-up and drop-off arrangements in advance.

Confirm Meals and Accommodation

- ☐ Confirm that the hotel has basic safety and fire protection facilities.
- ☐ Confirm that restaurants can meet the group's dining requirements.
- ☐ Ensure that accommodation and catering meet hygiene, fire safety, and general safety standards.
- ☐ Complete accommodation and catering arrangements with the relevant service providers in advance.

Finalize the Itinerary

- ☐ Finalize the itinerary jointly with the service provider, taking into account transportation time, rest periods, and time allocated for educational activities.
- ☐ Clearly define daily departure times, meeting points, activities, and meal arrangements.
- ☐ Prepare an educational tour handbook covering learning objectives, itinerary details, safety guidelines, learning tasks, behavioral and disciplinary requirements, emergency contacts, and destination information.

3. Passport, Visa and Travel Document Checklist

Check Passports

- ☐ Confirm that every student and teacher has a valid passport.
- ☐ Check the validity of each passport.
- ☐ Check passports for damage or other issues that may affect their use.
- ☐ Confirm that the names on flight tickets, visas, and other travel documents match the passport information.

Visa or Entry Permit (If Required)

- ☐ Determine whether a Chinese visa is required based on nationality, purpose of travel, and itinerary.
- ☐ If a visa is required, check the application requirements, required documents, and processing time in advance.
- ☐ Confirm that the visas or entry permits of all students and teachers remain valid throughout the entire trip.
- ☐ If visas are arranged through a travel agency or other service provider, confirm that they can provide the necessary visa assistance.

Carry and Back Up Important Documents

- ☐ Prepare copies or electronic backups of passports, visas, and other important travel documents for every student and teacher.
- ☐ It is recommended to securely store scans or photos of all key documents, including passport pages, visa pages, flight tickets, and insurance policies.

4. Parent Consent and Student Information Checklist

Confirm That Parents Have Received Complete Travel Information

Including the educational tour theme, dates, destinations, itinerary, detailed costs, important considerations, safety measures, and other necessary terms and conditions.

Collect a Signed Parent/Guardian Consent Form for Each Student

Collect Emergency Contact Details for Each Student

Collect Important Health and Dietary Information

- ☐ Blood type
- ☐ Allergy history
- ☐ Psychological assessment information
- ☐ Medication allergies
- ☐ Food allergies
- ☐ Other allergies, such as pollen and dust mites
- ☐ Current medication information, including medication names, dosage times, and frequency of use
- ☐ Medical history and any special health conditions

5. Catering, Allergies, Medication and Accessibility Information Checklist

Compile Allergy and Dietary Information for Each Student

- ☐ Food allergens and allergic reaction symptoms
- ☐ History of drug allergies
- ☐ Religious or cultural dietary restrictions
- ☐ Special dietary requirements such as vegetarian or halal meals

Prepare Allergy Alert Cards

Prepare portable allergy alert cards for students with allergy histories (including allergens, emergency contacts and first-aid measures), or carry copies of medical records.

Confirm Medication Arrangements

- ☐ Gather information on students' regular medication (medicine name, dosage and administration schedule)
- ☐ Ensure at least one accompanying teacher holds first-aid training certification
- ☐ Carry a first-aid kit

Confirm Accessibility Requirements

- ☐ Verify accessibility facilities at all venues along the itinerary in advance
- ☐ Communicate special-need requirements with transportation, accommodation and scenic-site service providers

6. Transportation, Train, Hotel and Room Allocation Checklist

Transportation Booking

- ☐ Verify international flights, baggage and group check-in arrangements.
- ☐ Domestic Train Tickets in China: Book via 12306 or Trip.com.
- ☐ Domestic Air Tickets in China: Verify baggage allowance and group check-in arrangements.
- ☐ Keep all bookings, reservation codes and electronic tickets.

Hotel Booking

- ☐ Verify the hotel is experienced and capable of handling student groups.

- ☐ Verify fire safety, hygiene permit and other necessary licenses and certificates.
- ☐ Verify the room allocation plan, such that teachers' rooms will be convenient for supervision of students.

Room Allocation

- ☐ Room allocation should be done beforehand with students of the same gender staying in the same room and prioritizing special students in room allocation.
- ☐ Allocate teachers' rooms at convenient locations for supervising students.
- ☐ Ensure students are aware of their room allocation in the hotel and hotel regulations.

7. Money, Mobile Phones, Apps and Communication Checklist

Prepare Payment Methods

- ☐ Alipay and WeChat Pay are commonly used payment methods in China.
- ☐ Teachers and students are advised to download and set up Alipay and WeChat Pay on their phones before departure.
- ☐ International travelers can link international credit cards such as Visa, Mastercard, and JCB to Alipay or WeChat Pay.
- ☐ It is also recommended to carry a small amount of Chinese RMB cash, as cash may still be required in some situations.

Mobile Phones and Communication

- ☐ Confirm that phones are unlocked and can use a Chinese SIM card if needed.
- ☐ Depending on the group's needs, purchase an international roaming plan in advance or prepare a Chinese local SIM card.
- ☐ Prepare a power bank, charger, and suitable power adapter.

Essential Apps

- ☐ WeChat: Communication, payments, and group management
- ☐ Alipay: Payments
- ☐ DiDi: Ride-hailing
- ☐ Translation apps: U Dictionary, Pleco
- ☐ Map apps: Baidu Maps, Amap (Gaode Maps)
- ☐ China Railway 12306 / Trip.com: Train and flight bookings

Set Up Communication Groups

- ☐ Create a teachers' and parents' communication group for daily communication during the trip.
- ☐ Confirm that all teachers have saved each other's phone numbers.
- ☐ Confirm that lead teachers can contact the local guide, driver, and travel service provider at any time.

8. Emergency Procedures and Risk Documents

Develop an Emergency Response Plan

The emergency response plan should anticipate potential incidents that may occur during the trip, including student health issues, transportation incidents, and natural disasters. It should clearly define the person responsible for supervision and response at each stage of the trip. The plan should include:

- ☐ Emergency response procedures for student injuries
- ☐ Emergency response procedures for sudden student illness
- ☐ Emergency procedures for food poisoning
- ☐ Emergency response procedures for missing students
- ☐ Emergency procedures for fires and other natural disasters
- ☐ Emergency procedures for lost personal belongings

Create an Emergency Contact List

Print the following information and carry it with you:

- ☐ China emergency numbers: 120 (medical emergency), 110 (police), 119 (fire)
- ☐ Emergency contact at the school
- ☐ Contact numbers for all students' parents or guardians
- ☐ Emergency contact at the local travel partner
- ☐ Address and phone number of the nearest Grade III, Level A hospital
- ☐ Insurance company emergency claims/reporting number

Conduct a Risk Assessment

Complete a risk assessment report to identify common risks and establish appropriate control measures. The risk matrix should cover scenarios such as high-speed coach travel, missing students, and food poisoning.

Establish a Trip Suspension Mechanism

Clearly define the conditions that require an activity to be immediately suspended or terminated, such as a government-issued orange or higher-level warning or a student injury resulting in a fracture or loss of consciousness.

Prepare an Emergency Supplies Checklist

Prepare a checklist of emergency supplies required for the trip.

9. 7-Day Countdown Checklist Before Departure

T-7 Days

- ☐ Confirm the list of all participating students.
- ☐ Confirm the validity of all travelers' passports.
- ☐ Apply for visa, if it has not been done yet.
- ☐ Have a pre-departure meeting for all accompanying teachers regarding duties.

T-6 Days

- ☐ Confirm all transportation arrangements including flight booking and train tickets.
- ☐ Confirm all hotel reservations.
- ☐ Prepare all necessary teacher documents (e.g., approval letters, student rosters).

T-5 Days

- ☐ Collect all students' health information forms and consent from their parents or guardians.
- ☐ Prepare a Student Special Requirements Summary which covers allergies, medication and dietary restrictions.
- ☐ Get travel insurance and confirm that the coverage is active.

T-4 Days

- ☐ Have a final check regarding the arrangement of your itinerary with the service provider including vehicles, guides, meals and entrance tickets.
- ☐ Print all necessary documents (backup copies included).

- ☐ Prepare an emergency contacts list.

T-3 Days

- ☐ Have a pre-departure briefing with the students on safety education, behavior and discipline requirements, itinerary details.
- ☐ Provide emergency contact bracelets or cards.
- ☐ Inform students about luggage and packing.
- ☐ Check all emergency supplies and first-aid kits (ensure nothing is missing).

T-2 Days

- ☐ Have a pre-departure briefing with parents or send them a pre-departure notice.
- ☐ Confirm that all teachers have installed the required apps on their phones.
- ☐ Remind students to prepare original passports/ID cards and copies.

T-1 Day

- ☐ Conduct a final headcount and confirm all participants.
- ☐ Check the weather forecast and confirm appropriate clothing recommendations.
- ☐ Confirm the meeting time, meeting point, and transportation arrangements.
- ☐ Ensure everyone gets enough sleep.

10. Departure Day Headcount and List of Documents

Perform Headcount Before Departure

- ☐ Take a headcount of all students and teachers.
- ☐ Make sure all students are in good health and attend to any students who require special attention.
- ☐ Make sure no students or teachers are missing.
- ☐ Reconfirm the meeting time and venue.

Verify Travel Documents and Important Papers

- ☐ Make sure each student and teacher carries all required travel documents.
- ☐ Make sure that all essential documents, such as passports and visas (if required), are valid and in order.

- ☐ Make sure the group has the itinerary, hotel details, insurance information, and emergency contact numbers.
- ☐ Make sure all documents are available in both digital and hard copies.

Check Important Items

- ☐ Make sure students have their mobile phones and power banks with them.
- ☐ Make sure students who need medication have all their medicines with them.
- ☐ Make sure teachers have all essential documents and supplies with them.

Have Pre-Departure Communication

- ☐ Inform parents about the group's departure and estimated arrival time.
- ☐ Make sure you have the contact numbers of teachers, school coordinators, and travel service providers.
- ☐ Inform students about group meeting requirements and safety measures.

After Departure

- ☐ Have the students board the vehicles in an orderly manner, or proceed to check in at the airport or railway station.
- ☐ Take a headcount of the students when gathering, transferring, and arriving at major destinations.