International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

NEW WORK ITEM PROPOSAL (NP)

Circulation date 2020-04-18	**Reference number:** Enter Number (to be given by ISO Central Secretariat)
Closing date for voting 2020-07-11	**ISO/TC** Enter Number **/SC** Enter Number
Proposer ☐　ISO member body: 　　Click here to enter text. ☒　Committee, liaison or other¹: 　　ISO/COPOLCO	☒　　Proposal for a new PC **N** Click here to enter text.
Secretariat SCC	

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee.

¹The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, an organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General. See ISO/IEC Directives Part 1, Clause 2.3.2.

The proposer(s) of the new work item proposal shall:
- make every effort to provide a first working draft for discussion, or at least an outline of a working draft;
- nominate a project leader;
- discuss the proposal with the committee leadership prior to submitting the appropriate form, to decide on an appropriate development track (based on market needs) and draft a project plan including key milestones and the proposed date of the first meeting.

The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

IMPORTANT NOTE
Proposals without adequate justification risk rejection or referral to originator.

Guidelines for proposing and justifying a new work item are contained in Annex C of the ISO/IEC Directives, Part 1.

☒　The proposer has considered the guidance given in the Annex C during the preparation of the NP.

Resource availability:
☐　There are resources available to allow the development of the project to start immediately after project approval* (i.e. project leader, related WG or committee work programme).

* if not, it is recommended that the project is first registered as a preliminary work item (a Form 4 is not required for this) and when the development can start, Form 4 should be completed to initiate the NP ballot.

Proposal (to be completed by the proposer, following discussion with the committee leadership)

Title of the proposed deliverable: **English title** **Managing Risk for Youth and School Trips** **French title (if available)** **Maîtriser les risques pour les voyages scolaires et des jeunes** *(In the case of an amendment, revision or a new part of an existing document, include the reference number and current title)*
Scope of the proposed deliverable We envision a new ISO standard which will provide guidance for managing risk for youth (in particular. minors due to their particular vulnerabilities) and school trips for both domestic and international travel. The standard will gather best practices to address typical risks for this sector such as behavioural breaches and carelessness of students, weather-related problems, requirements for those with special needs (such as travellers with disabilities), technical elements such as mechanical failures of equipment, etc. The standard will benefit both the travellers themselves and the organizations that serve them by covering: - Safety and security of groups of young people travelling (specifically but not limited to school groups);   - Risk management for organizations such as school boards, tourist attractions, tour operators, service providers, and recreational activities, etc.   For more details, see Appendix A of the outline. This proposed standard will not include how to organize such trips and it will not be limited to adventure travel.

Purpose and justification of the proposal

Each year millions of young people around the world take part in school trips (day trips or excursions that see the group staying one or more nights), for educational field research, sports events, church activities, training, and so forth - domestically and increasingly travelling internationally with their classes, teams or other special interest groups.

As the volume and complexity of organizational needs required constantly increases, both for the groups planning and travelling and for the tourism organizations hosting these groups, so too do the potential risks and hazards associated with these trips. While it is true that risks like vehicular accidents or natural disasters are hard to predict, many risks are avoidable if appropriate checks are carried out. Many injuries and even fatalities are a result of lack of knowledge or carelessness which could and should have been mitigated with more careful planning.

Our recent empirical research indicates that many travelling school children do sustain injuries, harm and even fatalities during their trips. For example, in Canada we have identified several media stories and other resources: in 2008, 13 students were killed in Bathurst, NB in a collision: http://bit.ly/2f1wATb ; and in 2017, a school trip to Algonquin Provincial Park in Ontario resulted in the drowning death of a high school student: http://bit.ly/2urdSrk (in 2018, the supervising teacher was charged with criminal negligence and the case is pending : http://tinyurl.com/y6n57lqp ; as well, the government of Ontario had a third-party review of its school boards' outdoor education policies by Deloitte, and one recommendation was to create a centralized policy support centre http://tinyurl.com/y4qvuflz ; the complete report can be found here: https://tinyurl.com/yy962qdo). Public authorities have begun to improve their policies in light of past incidents – Calgary-area schools and Parks Canada have made changes since the 2003 deaths of seven students in an avalanche during a ski trip: http://bit.ly/2tRQHpy. We intend to conduct some research with Parks Canada for school-organized field trips to see some of their incident data that we can collect to support this view. Very recently (as of this writing), two 18-year-old university students on a field trip on Vancouver Island were killed (and seventeen others injured) when their bus rolled over on a remote road: https://tinyurl.com/y4ohbf9l

As well, a survey of tools currently available to and used by school boards across the country shows a wide range of differences in detail and scope. This suggests that the health and well-being of students is being addressed with differing levels of diligence and confidence across the country. Some examples include: the guidelines for school trips from the Strait Regional School Board in Nova Scotia: http://bit.ly/2tWB9VE ; procedure on risk management on school trips from the Conference of Independent Schools in Ontario: http://bit.ly/2vfT7ll ; the guidelines for the East Central Alberta Catholic Separate Schools: http://tinyurl.com/y2massmy ; and the politique sur les sorties et les voyage en milieu scolaire from the Commision Scolaire-Rene Levesque in Quebec: http://bit.ly/2uR0pK2 . As will be seen, these documents range in length from five pages to 54, with a widely varying level of complexity and thoroughness. One risk manager from St. Michaels University School, a private school in British Columbia, shared with us having considered using BS 8848, but ultimately decided to continue with the school's own internal policy. The Canada Safety Council has a single page on its site regarding field trips: http://bit.ly/2upDODx

In the UK, 2018 saw the death of a 16-year-old Scout in Conwy, North Wales when the scouting troupe split up and it was unclear where the Scout was and thus he was left without supervision (https://tinyurl.com/u2ywptn). In news from Japan, 2016 saw three deaths of students in separate incidents on school trips: in February, a 12-year-old girl was struck by a

snowboarder and killed: https://tinyurl.com/y4kjtueh. Later in 2016, at least two more deaths on school trips were
recorded: in September, a female sixth grader in elementary school died by drowning in a bathtub in the hotel room in which her school group was staying, while in November that year, a male third grader in junior high school died after falling off a cliff while hiking during his school trip to the USA. Furthermore, in December 2018, a 16-year-old Japanese high school student on a school trip to Australia drowned while snorkelling (https://tinyurl.com/y5gkjhh7).

In Germany, the youth hostel association in Bavaria (Deutsches Jugendherbergswerk Landesverband Bayern e.V.) organizes an annual training camp for five days for approximately 1000 teachers in how to organize safe school trips. This initiative illustrates interest in guidance for best practices from the field. The Deutsche Gesetzliche Unfallversicherung https://www.dguv.de/en/index.jsp (German Statutory Accident Insurance Association) has produced a 40-page guideline document for teacher organizing safe school trips and excursions in Germany. Link in German here: https://tinyurl.com/yyz7huuu

We have identified an Indian document on safety of school children, an elaborate document on how school trips in India are being planned.

In France, the government has developed several safety-based regulations on how to handle youth groups and school trips but they do not have any specific national standards on the matter. See here for more information (text in French): https://tinyurl.com/y3rp7mc5

Examples in other countries include: a recent annual report by the Ministry of Education of Israel reported six deaths of students on school trips in a single year (2013). Furthermore, any swimming activities in nature were banned in Israel as a result of several drowning cases, as some major safety rules were totally ignored. There has also been a growing outcry of parents that they are being ignored by school managements or provided very little detail as to arrangements made by contractors hired to safeguard their kids while on school travel - this is an intolerable situation in today's reality where parents expect to be as updated as frequently as possible as regards their children's welfare. Additional reviews of media stories around the world indicate that casualties and incidents are frequent for groups of young travellers in the framework of their annual trips - where issues of liability, insurance and school reputation as a whole could play a significant part. In other countries (Zimbabwe, for example) we see such incidents as the 2013 death of a 16-year-old -- http://tinyurl.com/y2nq8u9f -- (the third student to die on a school outing that year), as well as a 1991 crash that killed 87 passengers on a school bus (http://tinyurl.com/yxf8f7v5).

Of course, the potential for accidents exists everywhere, on trips across the city or across an ocean, in school settings or youth groups. It will vary greatly depending on local conditions, but no one is immune to tragedy. By gathering best practices from as many sources as possible, we can make the proposed standard one which will reduce incidents and, we hope, save lives. We must be careful to make our standard as widely applicable as can be.

Consider the following:
Is there a verified market need for the proposal?
What problem does this document solve?
What value will the document bring to end-users?

See Annex C of the ISO/IEC Directives part 1 for more information.

See the following guidance on justification statements in the brochure 'Guidance on New work': https://www.iso.org/publication/PUB100438.html

Please select any UN Sustainable Development Goals (SDGs) that this document will support. For more information on SDGs, please visit our website at www.iso.org/SDGs."

☐ **GOAL 1:** No Poverty
☐ **GOAL 2:** Zero Hunger
☒ **GOAL 3:** Good Health and Well-being
☐ **GOAL 4:** Quality Education
☐ **GOAL 5:** Gender Equality
☐ **GOAL 6:** Clean Water and Sanitation
☐ **GOAL 7:** Affordable and Clean Energy
☐ **GOAL 8:** Decent Work and Economic Growth
☒ **GOAL 9:** Industry, Innovation and Infrastructure
☒ **GOAL 10:** Reduced Inequality
☐ **GOAL 11:** Sustainable Cities and Communities
☐ **GOAL 12:** Responsible Consumption and Production
☐ **GOAL 13:** Climate Action
☐ **GOAL 14:** Life Below Water
☐ **GOAL 15:** Life on Land
☐ **GOAL 16:** Peace and Justice Strong Institutions
N/A **GOAL 17:** Partnerships to achieve the Goal

Preparatory work
(An outline should be included with the proposal)

☐ A draft is attached
☒ An outline is attached
☐ An existing document will serve as the initial basis

The proposer or the proposer's organization is prepared to undertake the preparatory work required: ☒ Yes   ☐ No

If a draft is attached to this proposal

Please select from one of the following options (note that if no option is selected, the default will be the first option):
☐ Draft document can be registered at Working Draft stage (WD – stage 20.00)
☐ Draft document can be registered at Committee Draft stage (CD – stage 30.00)
☐ Draft document can be registered at Draft International Standard stage (DIS – stage 40.00)

☐ If the attached document is copyrighted or includes copyrighted content, the proposer confirms that copyright permission has been granted for ISO to use this content in compliance with clause 2.13 of the ISO/IEC Directives, Part 1 (see also the Declaration on copyright).

Is this a Management Systems Standard (MSS)?

☐ Yes   ☒ No

NOTE: if Yes, the NP along with the Justification study (see Annex SL of the Consolidated ISO Supplement) must be sent to the MSS Task Force secretariat (tmb@iso.org) for approval before the NP ballot can be launched.

Indication of the preferred type or types of deliverable to be developed

☒   International Standard
☐   Technical Specification
☐   Publicly Available Specification

Proposed Standard Development Track (SDT)

To be discussed between proposer and Secretary considering, for example, when does the market (the users) need the document to be available, the maturity of the subject etc.

☐   18 months*   ☐   24 months   ☒   36 months   ☐   48 months

* Projects using SDT 18 are eligible for the 'Direct publication process' offered by ISO /CS which reduces publication processing time by approximately 1 month.

Draft project plan (as discussed with committee leadership)

Proposed date for first meeting: 2020-09-05

Proposed dates for key milestones:
1st Working Draft (if any) circulated to experts: 2021-01-15
Committee Draft ballot (if any): 2021-06-15
DIS submission*: 2022-06-30
Publication*: 2023-05-15

* Target Dates on DIS submission and Publication should preferably be set a few weeks ahead of the limit dates (automatically given by the selected SDT).

For guidance and support on project management; descriptions of the key milestones; and to help you define your project plan and select the appropriate development track, see: go.iso.org/projectmanagement

NOTE: The draft project plan is later used to create a detailed project plan, when the project is approved.

Known patented items (see ISO/IEC Directives, Part 1, clause 2.14 for important guidance)

☐ Yes   ☒ No

If "Yes", provide full information as annex

Co-ordination of work
To the best of your knowledge, has this or a similar proposal been submitted to another standards development organization?

☐ Yes   ☒ No

If "Yes", please specify which one(s):

Click here to enter text.

A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized

This standard would utilize the terms, principles, process and framework set out in ISO 31000 – Risk management. In addition, every effort would be made to ensure that the new work is complementary and not in conflict or competing with established ISO committees and their work portfolios. To do this, the proposed Working Group would undertake a review of relevant documents and establish appropriate liaisons to consider relevant standards (see list of relevant existing documents).

In particular, the upcoming ISO 31030 on Risk Management -- Managing Travel Risks -- Guidance for organizations scheduled to be published in July 2020, with the recognition that we need to have more detailed information on youth and school trips as well as handling minors' specific legal requirements. This would be facilitated by having the new PC committee liaise with TC 262 on risk management and more specifically its WG 7 on travel risk management.

The new project committee would also need to consider tourism standard elements (ISO 21101 and BS 8848) and would therefore benefit from liaising with TC 228 on tourism and related services. Finally, as the scope of the proposed standard will focus on youth and school trips, we should also liaise with TC 232 - Education and learning services.

A listing of relevant existing documents at the international, regional and national levels

The following list is not exhaustive as there are many international, regional and national documents that may be considered. These include:

ISO 31030 Travel Risk Management – Guidance for Organisations – this document would be a good base for the proposed document including the annex C on handling unaccompanied minors, which is a two-page document that could serve as the start of a much more detailed section in the new standard. This standard and other relevant existing national standards do not emphasise the additional safety requirements that should be in place for children.

ISO 21101 Adventure tourism — Safety management systems —Requirements – although adventure activities is only one aspect of youth and school trips, the document would provide some information for the proposed standard. As well ISO/DIS 21102 - Adventure — Leaders — Personnel competence (revising ISO/TR 21102:2013 - Adventure tourism — Leaders — Personnel competence) and ISO 21103:2014 - Adventure tourism — Information for participants may be useful in gathering best practise for the proposed standard. Another meaningful ISO standard would be ISO 45001, which covers the prevention of accidents for people employed or working for or on behalf of an organization. In that sense school staff and students are covered by those requirements and guidelines.

BS 8848 Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom – while the focus is on overseas trips, some of the best practices identified here could be useful for the proposed standard on youth and school trips.

[The Deutsche Gesetzliche Unfallversicherung https://www.dguv.de/en/index.jsp (German Statutory Accident Insurance association) has produced a 40-page guideline document for teachers organizing school trips and excursions in Germany. Link in German here: https://tinyurl.com/yyz7huuu.

In France, the government has developed several regulations on how to handle youth groups and school trips: https://www.jesuisanimateur.fr/metier/category/list/reglementation/

In addition to the countries above, during the consultation with ISO/COPOLCO members in December 2019 and January 2020, the following countries have agreed to share industry best practices, governmental regulations, etc: Jamaica, Japan, Malawi, Malaysia, Namibia, Singapore, Slovenia, Sri Lanka, and the US.

Please fill out the relevant parts of the table below to identify relevant affected stakeholder categories and how they will each benefit from or be impacted by the proposed deliverable(s)

	Benefits/impacts	**Examples of organizations/companies to be contacted**
Industry and commerce – large industry	Click here to enter text.	Click here to enter text.
Industry and commerce – SMEs	Improved risk management processes and systems	Tour operators, travel agencies, tourism attractions, private schools

Government	Improve travel safety and security for students; clearer guidelines for teachers and chaperones	Schools, school boards, and ministries of education
Consumers	Better assurance for parents of the safety of their children while travelling; youth groups sharing best practices	Consumer associations; parents' associations; youth groups – scouts, sports and cultural groups,
Labour	Clearer guidelines for teachers and chaperones	Teachers unions
Academic and research bodies	A clear method to assess travel risks using a best practice approach; improved methods for collecting international statistics on youth/school trips travel safety	Universities for teachers' training, universities for tourism management
Standards application businesses	Methods for evaluating travel risk.	Click here to enter text.
Non-governmental organizations	How to better serve their constituents NGOs, INGOs. through improved travel risk management by implementing a travel risk programme.	Council of International Schools, World Youth Student Tourism Travel Confederation
Other (please specify)	Click here to enter text.	Click here to enter text.

Liaisons A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s). TC 228 Tourism and Related Services; TC 262—WG7 Travel Risk Management; World Youth Student Educational Travel Confederation and in particular its Travel Safety Industry Panel	**Joint/parallel work** **Possible joint/parallel work with** ☐ IEC (please specify committee ID) Click here to enter text. ☐ CEN (please specify committee ID) Click here to enter text. ☐ Other (please specify) Click here to enter text.

A listing of relevant countries which are not already P-members of the committee

Click here to enter text.

NOTE: The committee manager shall distribute this NP to the ISO members of the countries listed above to ask if they wish to participate in this work

Proposed Project Leader (name and e-mail address) Joël Marier joel.marier@ebiconsulting.ca	**Name of the Proposer** (include contact information) Joël Marier joel.marier@ebiconsulting.ca

This proposal will be developed by

☐   An existing Working Group (please specify which one: Click here to enter text.)
☐   A new Working Group (title: Click here to enter text.)
        (Note: establishment of a new WG must be approved by committee resolution)
☐   The TC/SC directly
☐   To be determined

Supplementary information relating to the proposal

☒   This proposal relates to a new ISO document;
☐   This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;
☐   This proposal relates to the re-establishment of a cancelled project as an active project.

☐   Other:
        Click here to enter text.

Maintenance agencies (MA) and registration authorities (RA)

☐   This proposal requires the service of a **maintenance agency**.
        If yes, please identify the potential candidate:
        Click here to enter text.

☐   This proposal requires the service of a **registration authority**.
        If yes, please identify the potential candidate:
        Click here to enter text.

NOTE: Selection and appointment of the MA or RA is subject to the procedure outlined in the ISO/IEC Directives, Annex G and Annex H, and the RA policy in the ISO Supplement, Annex SN.

☒   Annex(es) are included with this proposal (give details)

Annex A -- outline

Additional information/questions

Click here to enter text.

Annex A: Outline of the proposed standard

1 Scope

2 Normative references

3 Terms and definitions

4 Context of Youth and Educational Organizations
4.1 Particular needs of Youth Groups
4.2 Roles and Responsibilities in the school system
4.3 Supervision Requirements

5 Handling Minors' Specific Legal Requirements
5.1 Acknowledgment of Risk and Informed Consent
5.2 Medical Forms and Releases
5.3 Stakeholders' information and checklists

6 Managing travel risk

7 Travel risk assessment

8 Travel risk treatment

9 Communication and consultation

10 Programme evaluation and continuous improvement

Annexes