



Think you know Castilla y Leon, Think again!

Guidelines for the accompanying teacher

Before the Trip

Planning and Organization

- Coordinate with Mester regarding the trip's objectives, duration, and programme.
- For the 1st prize winner, contact ASAP the Spanish Embassy Tourist Office to communicate the flight dates in order to book the flights before 25th APRIL 2026 (borja.bedoya@tourspain.es)
- Verify and collect all required documentation for each student (passport, visas, parental authorizations, insurance).
- Inform parents/guardians about the itinerary, rules, costs, emergency contacts, and safety protocols.
- Provide a recommended list of items to bring and items not to bring.
- Coordinate with Mester regarding transportation, accommodation, meals, and educational/cultural activities.
- Develop a risk and contingency management plan (accidents, lost items, legal or health issues).

Supervision and Logistics

- Create a communication system (e.g., WhatsApp group).
- Ensure all students have international health insurance and passports (and visas for non-EU citizens to enter Spain, if necessary).

During the Trip

Safety and Well-being

- Monitor the safety and well-being of the group at all times.
- Take headcounts during transfers and socio-cultural activities.
- Prevent risky situations (dangerous areas, inappropriate behaviour, unplanned activities).
- Watch for signs of anxiety, fatigue, or discomfort.
- Ensure strict compliance with conduct and safety rules; remind students of the consequences of violations.
- Be aware of any relevant medical information (allergies, medications, etc.).



- Handle emergencies and arrange medical attention when necessary, coordinating with Mester.
- Ensure students do not consume alcohol or drugs and do not participate in dangerous or illegal activities.
- Oversee logistics (departure times, transfers, activity entry, return to accommodation) and keep students informed of schedules, meeting points, and possible changes. Teachers are responsible for students at all times.
- Know how to act in cases of lost students, unexpected changes, accidents, or other problems, and mediate conflicts among students or with third parties.
- Maintain constant communication with Mester.

Educational Accompaniment

- Explain the academic or cultural purpose of visits and promote respect for other cultures.
- Encourage active participation and respectful behaviour.
- Remain calm and convey a sense of security to the group.
- Apply contingency plans and protocols quickly and effectively when required.

Accommodation

- Verify correct distribution of rooms.
- Ensure that facilities are safe and appropriate.
- Set rest schedules and supervise their compliance.
- Ensure students do not leave the accommodation without authorisation.
- Attend to students' personal or emotional needs.

Communication

- Communicate regularly with Mester and parents/guardians.
- Provide daily updates on the itinerary and the group's status.
- Share general information and respond to urgent contacts.
- Do not share images or private data without authorisation.
- Coordinate with local or national authorities in case of emergencies or legal incidents.



After the Trip

- Prepare a brief report with photos or videos to be posted on the PPLI website and used for dissemination purposes and also send it to the Spanish Embassy Education Office (programas.ie@educacion.gob.es) for reports and dissemination purposes
- Propose improvements for future school trips.

Teacher Confirmation

Please sign this document and ensure students submit it with their competition entry.

Teacher name (in print): _____

Teacher signature: _____

Date: _____