

## **WHAT IS THE SCHOOL CHILDREN'S VIST (SCV) POLICY CHANGE AND WHY IS IT BEING IMPLEMENTED?**

Since the commencement of the Air Berlin contract a number of routes have been cancelled from their scheduled services. This has meant that the 75 mile radius rule, which at the time was deemed to be wholly appropriate, has now proved to be impractical and a more common sense approach applied on a case-by-case basis in deciding upon the selected route and carrier is viewed as the most appropriate solution.

## **WHEN IS THE CHANGE EFFECTIVE FROM?**

This change to policy is in place immediately.

## **WHO DOES THIS CHANGE AFFECT?**

SCV policy will only affect those personnel who are entitled to claim SCV journeys in accordance with Joint Service Publication 752. This is the document that explains all allowances policy and entitlements and can be obtained from Unit Administration Offices.

## **WHAT SHOULD I DO IF I NEED TO BOOK SCV?**

If you use SCV journeys you should fill out the required paperwork (BFG F4000, currently under revision) as normal through your Unit Travel & Movements Clerk, together with the appropriate airline unaccompanied minor (UNMIN) forms (if relevant). This should ideally be submitted 3 months in advance of the date that the flights are required to enable the best chance of obtaining the requested flight. The airlines utilise different UNMIN forms and these are available online, or in the case of Air Berlin from the BTC. Once a parent has confirmation of the flight details they can download the forms for the airline their child(ren) are flying on.

## **WHY DO I NEED TO BOOK 3 MONTHS IN ADVANCE?**

UNMIN seats are restricted on all carriers and this booking time allows the best chance of obtaining the requested flight. Late bookings will always be accepted, however, parents need to be aware that the requested flight may not be available.

## **WHEN WILL I BE NOTIFIED OF THE FLIGHT DETAILS?**

It is appreciated parents need to inform schools of travel arrangements in good time. It is therefore our intention that the Bielefeld Travel Cell (BTC) will confirm flight arrangements not less than 4 weeks before the date of travel.

## **CAN I USE BUDGET AIRLINES?**

If a parent, or guardian is travelling with their child (paid for at their own expense) then we will book a budget airline if it meets the needs of the family. We will not book budget airlines for children travelling alone as they do not meet certain duty of care criteria, such as providing an UNMIN facility or allocated seating. The guardian could be another child (brother or sister) over the age of 16 years.

## **WHY DO I HAVE TO NAME ESCORTS FOR MY CHILDREN?**

All airlines require escort details at the time of booking. The Bielefeld Travel Centre (BTC) will accept changes to escort details two weeks prior to the flight. This is a problem that we are trying to resolve with the airlines but in the meantime parents will have to provide, as best they can, escort details.