

Travel Guidance Factsheet

Guidance note for Planning Pipe Band Trips

School pipe band trips offer valuable musical, cultural, and personal development opportunities for young people. To ensure safe, well-organised travel, groups should follow structured planning, clear communication, and robust safeguarding procedures. This factsheet outlines the key considerations for domestic and international trips.

1. Early Planning and Approval

- Seek **school and local authority approval** at the earliest stage.
- Identify the **purpose** of the trip (performance, competition, cultural visit, exchange).
- Confirm **dates, destination, duration, and expected learning outcomes**.
- Establish a **planning group** (school staff, tutors, committee representatives).
- Ensure all planning aligns with local authority **educational visits policies**.

2. Risk Assessment

- Complete a **comprehensive risk assessment**, covering but not limited to:
 - Travel (coach, ferry, flights)
 - Accommodation
 - Instrument transport
 - Public performances
 - Crowd management
 - Weather and environmental risks
 - Medical needs and accessibility
- Include **dynamic risk assessment** procedures for on-the-day changes.
- Ensure all supervising adults understand their responsibilities and are suitably trained.

3. Safeguarding and Supervision

- Trips must follow the school's **child protection and safeguarding policies**.
- Maintain appropriate **staff-to-pupil ratios** (local authority guidance).
- All adults must be **PVG-checked** if in regulated roles.
- Ensure **gender-appropriate supervision** for accommodation.
- Provide pupils with clear behaviour expectations and a **code of conduct**.
- Establish procedures for **managing incidents**, including missing pupils, illness, or emergencies.

4. Travel Logistics

- Use **approved travel providers** (coach companies, airlines, ferry operators).
- Confirm instrument transport requirements (cases, insurance, weight limits).
- Plan for **breaks**, hydration, and safe movement of pupils.
- Ensure all pupils and staff have **emergency contact details** and a clear itinerary.
- For international travel:
 - Check passport validity
 - Confirm visa requirements
 - Review travel insurance
 - Understand local laws and cultural expectations

5. Accommodation

- Choose accommodation that meets school and local authority standards.
- Ensure:
 - Secure rooms
 - Separate pupil/staff areas
 - 24-hour supervision or reception
 - Fire safety compliance
- Conduct a **pre-arrival check** or request documentation from the provider.

6. Medical and Wellbeing

- Collect medical information and consent forms for all pupils.
- Ensure staff know:
 - Allergies
 - Medication requirements
 - Additional support needs
- Carry a **first aid kit** and ensure at least one staff member is first-aid trained.
- Plan for rest, nutrition, and downtime to support wellbeing.

7. Communication

- Provide parents/carers with:
 - A full itinerary
 - Contact details
 - Packing list
 - Behaviour expectations
 - Emergency procedures
- Use school-approved communication channels only.
- Avoid sharing real-time travel details on social media.

8. Finance and Insurance

- Follow school financial procedures for budgeting, payments, and receipts.
- Ensure **comprehensive travel insurance**, including instrument cover.
- Communicate costs clearly to families and offer support where possible.
- Avoid fundraising activities that create pressure or inequity.

9. Inclusion and Accessibility

- Ensure all pupils can participate regardless of financial, physical, or social barriers.
- Make reasonable adjustments for pupils with additional support needs.
- Consider cultural, dietary, and religious requirements.

10. Post-Trip Review

- Conduct a short debrief with staff and pupils.
- Review what worked well and what could be improved.
- Share highlights with the school community (following consent rules).
- Update risk assessments and planning templates for future trips.