



THE TRIPPER
GROUP

Teacher Information Pack

Educational School Trips Abroad

The Tripper Group

Supporting UK schools with safe, curriculum-linked educational travel.

Last updated: December 2025

1. Purpose of this pack

This Teacher Information Pack has been designed to support UK schools in the planning, approval and delivery of overseas educational visits.

It aligns with current Department for Education (DfE) guidance, safeguarding legislation and health & safety expectations applicable to schools in England.

2. Legal and statutory framework

Educational visits should be planned in line with the Department for Education guidance on Health and Safety on Educational Visits.

Safeguarding responsibilities apply off-site and overseas under Keeping Children Safe in Education (KCSIE).

Schools must also consider Working Together to Safeguard Children, the Health and Safety at Work etc. Act 1974, and UK GDPR / Data Protection Act 2018 when handling pupil information.

3. Roles and responsibilities

Governing Body: Ensures policies and insurance are in place to support visits.

Headteacher: Holds final approval and accountability for the visit.

Educational Visits Coordinator (EVC): Oversees planning and checks risk assessments.

Trip Leader: Responsible for on-trip supervision and safety.

The Tripper Group: Provides a dedicated tour coordinator, supplier checks and 24/7 emergency support.

4. Safeguarding and supervision

All staff accompanying pupils must be familiar with the school safeguarding policy and reporting procedures.

Appropriate supervision ratios must be maintained at all times, including during travel and overnight stays.

Accommodation and suppliers are selected with safeguarding considerations in mind.

5. Risk assessment

A written risk assessment should be completed and approved prior to travel.

Risk assessments should identify hazards, existing controls, additional controls and residual risk.

The Tripper Group supports schools by providing itinerary-specific risk assessment guidance.

6. Medical, consent and data protection

Schools should obtain written parental consent and up-to-date medical information for all pupils.

Personal data must be handled securely and lawfully in line with UK GDPR and school privacy notices.

Information is shared strictly on a need-to-know basis with trip leaders and medical professionals.

7. Insurance and financial protection

Appropriate travel insurance must be in place for the duration of the visit.

Where applicable, trips are protected under ATOL regulations or ABTA arrangements.

Clear information on costs, inclusions and payment schedules should be provided to parents.

8. Emergency procedures

A clear emergency action plan should be in place and shared with staff.

The Tripper Group provides a 24/7 emergency contact while abroad.

All incidents should be logged and reported in line with school policy.

9. Inclusion and SEND

Trips should be inclusive and reasonable adjustments made where required.

EHCPs and medical needs should be reviewed during planning.

Additional staffing or adjustments should be recorded in the risk assessment.

10. Post-trip review

Schools are encouraged to conduct a post-trip evaluation.

Feedback and incident reviews should be used to inform future planning.