



Chorister & Canterbury Cathedral Youth Choir Trips and Tours Procedure

1. Purpose

This procedure outlines the framework for planning, approving, and delivering all off-site visits involving Choristers and members of the Canterbury Cathedral Youth Choir. It ensures that all trips and tours are safe, well-organised, and clearly communicated, with the welfare of every child at the centre of all decision-making.

2. Scope

This procedure applies to all day trips and residential tours undertaken by Choristers and members of the Canterbury Cathedral Youth Choir. It includes all staff and supervising adults involved in the planning and delivery of these visits and sits under the wider Choir Safeguarding Policy.

3. Key Principles

The welfare of the child is paramount at all times. All trips must be carefully planned, appropriately supervised, and delivered in a way that reflects the values and safeguarding expectations of the Music Department. Clear communication, professional judgement, and a consistent approach to supervision underpin all aspects of this procedure.

Participation in trips is not automatic. Consideration must be given to the individual child, including their readiness to be away from home, their well-being, and their ability to engage safely with the experience. Where there are concerns, participation may not be appropriate at that time, and this will be discussed sensitively with parents. Parents also retain the right to decide that their child does not take part.

4. Approval and Oversight

All trips and tours must be reviewed and approved in advance. Relevant documentation must be shared with the Director of Music and the Cathedral Safeguarding Team to ensure that safeguarding and operational requirements are fully met.

A designated base contact must be identified prior to departure, typically from within the Cathedral Safeguarding Team. This person will hold key trip information and remain available for communication and escalation where required.

Final approval for trips and tours should only be given once all required documentation and actions have been completed in line with the operational checklist. Trips should be reviewed and signed off by the Director of Music alongside the Trip Lead. Where the Director of Music is acting as the Trip Lead, or where a trip is considered higher risk due to complexity, overseas travel, or safeguarding considerations, approval should be sought from an appropriate senior member of Cathedral leadership.

5. Trip Leadership and Roles

Every trip must have a clearly identified Trip Lead and Deputy Trip Lead. These roles are assigned from within the Music Department leadership team, depending on the nature of the trip and staffing available.

The Trip Lead retains overall responsibility for the planning, coordination, and safe delivery of the trip. The Deputy Trip Lead supports this role and must be able to step in at any point if required.

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To maintain effective oversight, the Trip Lead must not be assigned a group of children.

Staffing arrangements should allow for flexibility, so that individual needs or unforeseen situations can be managed without compromising the supervision of the wider group.

6. Planning and Operational Safeguarding

An Operational Safeguarding Plan must be prepared for every trip. This plan sets out the practical delivery of the visit, including timings, daily structure, movement between locations, and staff responsibilities. It should clearly reflect how supervision will be maintained and how safeguarding will be upheld throughout.

Planning should take place in a structured way, allowing sufficient time for documentation, communication, and safeguarding checks to be completed in advance of the trip.

7. Pre-Trip Administration

The Music Administrator, alongside the Music Department leadership team, will support the preparation, distribution, and collection of required documentation. This includes parental communication, consent forms, medical information, emergency contact details, and overseas travel documentation where applicable.

All information must be complete and reviewed prior to departure. For overseas trips, the collection and verification of passports, GHIC cards, and parental permissions must be completed in advance. All documentation must be checked for validity and securely held prior to departure.

8. Staffing and Supervision

Staffing arrangements must reflect the size, age, and needs of the group, as well as the nature of the activities being undertaken.

All supervising adults must have undertaken the safer recruitment process and hold a valid enhanced DBS check.

Children will be allocated into clearly defined groups, each with a named member of staff. Additional roles must be assigned to ensure oversight of safeguarding, pastoral care, and first aid provision. Responsibility for medication must also be clearly identified.

Consideration should also be given to the benefit of additional staffing capacity where appropriate, particularly for larger groups, residential trips, or visits involving complex travel or individual needs.

9. Staff Briefings

A full staff briefing must take place in advance of the trip, typically a few days prior to departure. This ensures that all staff understand the operational plan, their responsibilities, and the needs of the children in their care.

Briefings must continue throughout the trip, particularly at the start of each day and before key transitions, to maintain clarity and consistency.

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10. Staff Welfare

For extended trips and tours, particularly where travel and schedules are demanding, planning must allow for appropriate rest periods for staff. This must be managed in a way that maintains consistent supervision and does not compromise the safety and wellbeing of the children.

Clear handovers must take place when staff come on and off duty.

11. Professional Conduct (in line with guidance from the Cathedral Safeguarding Team)

Staff and supervising adults must maintain professional conduct and appropriate safeguarding boundaries at all times throughout the trip.

Staff must remain fit to carry out their responsibilities and ensure that their judgement, supervision, and ability to respond to incidents are not impaired.

Any consumption of alcohol must remain appropriate and must not compromise the safety, welfare, supervision, or safeguarding of children at any time.

Staff designated as overnight duty contacts must not consume alcohol whilst on duty.

12. Risk Assessment

Risk assessments must be completed for every trip in liaison with the Cathedral's Fire, Health and Safety Manager. The Trip Lead must ensure that all relevant details of the trip are clearly communicated so that the risk assessment reflects all aspects of the visit, including travel, accommodation, activities, and individual needs.

Where external providers are involved, their risk assessments must be obtained and reviewed.

Final risk assessments should be reviewed and signed off prior to departure.

13. External Providers and Organisations

Where external providers or organisations are used, their safeguarding arrangements and risk assessments must be requested, obtained, and reviewed in advance.

Appropriate insurance documentation, including confirmation of public liability or travel insurance where applicable, must also be obtained and recorded.

This information must be held alongside the trip documentation and considered as part of the overall risk assessment to ensure that arrangements align with Cathedral safeguarding and health and safety expectations, alongside the operational requirements of the Music Department.

14. Accommodation

Where overnight stays are required, accommodation must be safe, suitable, and appropriate for the age and needs of the group. It must be risk assessed in advance, with careful consideration given to layout, security, supervision, and any environmental risks.

The Trip Lead must be satisfied that accommodation arrangements support effective supervision and safeguarding at all times.

Contingency arrangements must also be considered in advance in case accommodation arrangements are not suitable or need to change.

For residential trips, designated staff members must be identified as overnight duty contacts. Children must be made aware of which staff members are on duty and how to access support if required during the night.

The designated overnight staff member should hold the Choir Staff Phone and remain accessible to respond to pastoral, medical, safeguarding, or emergency concerns.

Overnight arrangements must be planned in a way that maintains appropriate staff rest periods while ensuring effective safeguarding and supervision throughout the night.

15. Transport

All transport arrangements must be safe, appropriate, and properly insured. Supervision must be maintained throughout travel, and clear expectations must be set for behaviour. Seatbelts must be worn where provided.

16. Documentation

A central trip file must be prepared and duplicated, with one copy held at base and one held by the Trip Lead.

In addition, each staff member responsible for a group must carry a staff information pack at all times during the trip. This must include key information such as group lists, emergency contacts, medical and dietary needs, the operational plan, and the risk assessment.

Staff must ensure that this information remains accessible when required, stored securely when not in use, and used appropriately to support safeguarding and decision-making throughout the trip.

17. Parental Communication and Consent

Parents and carers must receive clear and timely information about the trip, including location, dates, activities, travel arrangements, and expectations.

Written consent must be obtained, including consent for emergency medical treatment.

Parents must also be provided with clear details of drop-off and collection arrangements, including exact locations and timings.

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18. Safeguarding Briefing for Children

Children must receive a clear briefing prior to the trip. This should include expectations around staying with their group, what to do if they become separated, and who they can speak to if they feel unsafe or uncomfortable.

Children must also be clearly informed of agreed meeting points at each location visited. These should be identified at the start of each visit and reinforced throughout the day.

Each child should be provided with an emergency contact card including the name of the Trip Lead, Canterbury Cathedral as the organisation, and a contact telephone number. Children should carry this at all times. For younger children, this may be provided on a lanyard to ensure it remains accessible.

19. Supervision During the Trip

Children must be supervised at all times. Particular care must be taken during less structured periods such as breaks, meal times, toilet visits, and transitions between locations.

Staff must remain aware of their groups and maintain clear lines of responsibility.

20. Registers and Movement

Registers must be taken before departure, at key transition points, and at the end of each day where applicable.

Regular headcounts must also take place to ensure that all children are accounted for at all times.

21. Medical and Individual Needs

Up-to-date medical information must be held for every child. Dietary requirements and additional needs, including neurodiversity and pastoral profiles, must be understood and shared appropriately with staff to ensure children are supported effectively.

22. First Aid and Medication

A qualified first aider must be present on every trip. Medication must be stored safely, administered appropriately, and recorded accurately by a designated member of staff.

23. Communication and Mobile Phones

The Choir Staff Phone must be taken on all trips, and parents must be provided with a clear contact number. Use of the phone must follow the established procedure.

Children's use of mobile phones must follow the agreed procedure, including overnight arrangements where appropriate.

24. Behaviour Expectations

All expected standards of behaviour remain in place throughout the trip. The Choir Behaviour Procedure applies at all times, and any concerns must be managed in line with this.

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25. Daily Living Arrangements

Food arrangements must be planned in advance, taking into account dietary needs.

A clear itinerary of requirements must be communicated to parents to ensure children bring everything they need.

Guidance must also be provided regarding pocket money and personal belongings.

26. Safeguarding and Reporting

All safeguarding concerns must be recorded using a Logging a Concern Form and reported in line with current procedures.

Until CPOMS is in place, chaperone reporting logs must continue to be used.

All concerns should be shared with the Chorister Welfare Lead, who will support decision-making and ensure that concerns are escalated appropriately to the Cathedral Safeguarding Team where required.

27. Medical Incidents

Where a child requires medical attention, including attendance at a hospital or medical facility, they must be accompanied by a designated member of staff.

The Trip Lead must be informed immediately, and parents or carers must be contacted as soon as practicable.

The remaining children must be safely reallocated to ensure continued supervision.

28. Early Return and Contingency Planning

The Trip Lead must ensure that a clear plan is in place in the event that a child needs to return home early due to illness, distress, or safeguarding concerns.

This should include communication with parents or carers, safe supervision of the child, and appropriate arrangements for return travel where required.

All decisions must prioritise the safety, wellbeing, and dignity of the child, while ensuring that the supervision of the wider group is not compromised.

29. Serious Incidents and Emergency Response

In the event of a serious incident or emergency, the safety of children and staff must remain the immediate priority.

Staff must follow the guidance of emergency services and take all reasonable steps to ensure the safety of the group.

The Trip Lead must coordinate the response and maintain communication with the designated base contact at the Cathedral, who will support escalation and communication as required.

Clear communication routes must be established prior to the trip.

30. Photography and Media

Any photography or recording during trips must be carried out in line with Cathedral guidelines and safeguarding expectations.

Images of children must only be taken for appropriate purposes and using approved devices. Personal devices must not be used by staff to capture or store images of children.

Where images are taken for Music Department use, they must be transferred and stored securely in line with agreed procedures.

Parental consent for photography must be respected at all times.

31. Return and Collection

Clear arrangements must be in place for the safe return of all children.

Registers must be checked before dismissal to ensure that every child has been safely collected.

A final check should also be completed to ensure that medication and essential belongings have been returned.

32. Operational Checklist

An operational checklist must be completed prior to departure to ensure that all required safeguarding, medical, staffing, and organisational arrangements are in place.

The checklist must be reviewed and signed off prior to departure by the Trip Lead and retained alongside the trip documentation.

Where required, relevant sections may also be signed and dated by designated members of staff responsible for completing specific actions.

33. Review

Following each trip, a review should take place to identify any learning points and support future planning. This ensures that practice continues to develop and reflects the needs of the children and the setting.

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