

Home Office Guidance for School Coach Trips Abroad

To ensure the security of the border, Border Force undertakes face to face checks of all passengers, including children, with their passport. Border Force would be grateful if school group leaders could please prepare children on school trips for passport control by:

- Making sure they are suitably dressed (with shoes / coats on)
- Hold their own passport (removed from any wallets) Helping to prepare school children and groups will help to reduce waiting times and ensure we can process school groups and coaches quickly and safely. More advice on steps school group leaders can take to make their border crossing easier can be found [here](#). Top tips for Group Leaders taking school parties to Europe by coach:
- All passengers including children need to present passport or travel document to a Border Force Officer on arrival at United Kingdom border controls.
- Please be prepared to leave the coach when arriving at the Border Control, ensuring that children and passengers are suitably dressed and wearing shoes.
- Group leaders should make themselves known in passport control.
- If Group leaders hold passports for passengers and children, please ensure these are handed out prior to arrival at the border and that they are not left in the luggage hold of the coach.
- Each passenger (including children) should hold their own valid passport or ID card. This must be presented to the Border Force officer in person.
- Passports should be removed from any holders before arrival at the Border Control.
- All sunglasses and hats should be removed.
- Food and drink should not be taken into border control.
- Leave luggage on the coach. If Border Force need to search the luggage this will be organised separately and group leaders do not need to take action. If you are unsure what can be brought into the UK, further information can be found at [Entering the UK](#);
- Non-EU/EEA Passengers must show a passport with a visa or residence card as well as any supporting documentations e.g. tickets, school or college details.
- Non EU / EEA nationals must complete a landing card before arriving at the border control. Tour leaders can obtain additional landing cards from the Border Force officer for use on future trips