



## **Educational Visits Policy**

**Prepared by:** The Central Team  
**Localised for Burlington House School**

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## Introduction

Burlington House School is owned and operated by **Cavendish Education**.

*In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.*

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that all children can achieve

While this current policy document may be referred to elsewhere in Burlington House School’s documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the [Education Act 1996](#), which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#), considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to ‘employees’, the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## 1. Aims and scope

At Burlington House School, we believe that educational visits are an integral part of every pupil's entitlement to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Burlington House School a supportive and effective learning environment.

Educational visits are a valuable way to enrich pupils' daily experiences and form an integral part of our approach to furthering our pupils' education and personal growth. The recognised benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to;

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' learning in context and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine teamwork, including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance of sustainability practices.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area – including those covered by our **extended learning area(s)**
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2025](#)

### **3. Roles and responsibilities**

#### **3.1 Headteacher & Head(s) of School**

The headteacher **and/or** Head(s) of School have ultimate responsibility for:

- Approving staff requests for educational visits, including having the final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

#### **3.2 The educational visits co-ordinator (EVC)**

Burlington House School has a designated EVC at each main site.

**At Burlington House Prep**, this is **Romilly Wyatt**.

**At Burlington House Senior**, this is **Adam Ford**.

**At Burlington House Sixth Form**, this is **Jo Maile**.

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

#### **3.3 Trip leader**

Every educational visit will have 1 member of staff designated as the trip lead. The trip leader will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

#### **3.4 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers, and make sure trips are inclusive of all pupils' needs
- Look out for their health and safety and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### 3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required promptly
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

**Burlington House School does not currently make use of parent volunteers on trips and educational visits.**

### 3.7 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow the instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times. Pupils are expected to follow the Burlington House School Code of Conduct.

On residential visits, pupils are also expected to adhere to an additional code of conduct for residential trips signed between pupils, parents and the school.

## **4. Planning and preparation**

Short routine visits within the school day that are part of a pupil's usual curriculum or provision and fall within the **extended learning area** (ELA) do not require individual parental consent. Instead, the school obtains consent from parents for all new pupils upon enrolment for certain routine activities in our identified ELA

Typical activities within the ELA include (but are not limited to) PE/Games activities, mindful movement, DofE training, fieldwork, occupational therapy sessions, practical subject workshops and work experience visits.

Visits/activities within the ELA follow the Operating Procedure below.

- Staff must familiarise themselves with the risk assessment before undertaking any activity  
*Additional risk assessments are to be carried out for activities beyond the scope of the general RA*
- At the **Prep** and **Senior** staff will sign themselves and pupils out of the office and give an estimated time of return
- At **Sixth Form**, staff and students must tap out using their building pass.
- Only staff judged competent to supervise groups in this environment are approved, and **a first- aider must be present**
- The concept and Operating Procedure of the ELA is explained to all new parents when their child joins the school as part of the welcome pack
- There will be a minimum of two adults per party
- Staff are familiar with the area
- Pupils will be closely supervised at all times, particularly when crossing roads
- Pupils are fully briefed on what to do if they become separated from the group
- Pupils' clothing and footwear are checked for appropriateness before leaving school
- Staff **must** make themselves aware of any relevant pupil medical information and ensure that any required medication is available
- The trip leader/lead staff member ensures that the office has a contact mobile number

A Risk Assessment is reviewed annually at the beginning of the academic year for the relevant **'Extended Learning Area'**. The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people/members of the public/animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity-specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

For Burlington House **Senior** and Burlington House **Prep**, the shared boundaries of the **extended learning area** are shown on the map below. This area includes, but is not limited to, the following frequently used venues:

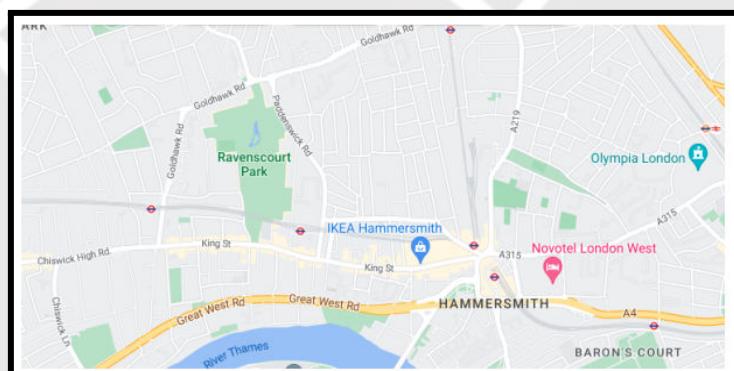
- Bishops Park
- Bishops Park Tennis Centre
- Fulham Palace
- Barn Elms Sports Ground (Sports Day)
- Wandsworth Park
- Tintos Cafe & Glass House Cafe



For Burlington House Sixth Form, the boundaries of the **extended learning area** are shown on the map below. This area includes, but is not limited to, the following frequently used venues:

*The approved method of travel is also indicated.*

- **Ravenscourt Park** (Sports / D of E / Therapy Support) - Walk
- **Riverside Studios** (Work Experience / Internships) - Walk
- **Thames Riverside Walk** (Therapy Travel Support / Trips / D of E) - Walk
- **Hammersmith King Street / Station** (Therapy Travel Support) - Walk
- **Lyric Theatre** - Hammersmith (PA / English Trips) - Walk
- **Olympia Exhibition Centre** (Events) - Walk and/or Bus
- **Suzu Japanese Restaurant** (Work Experience / opposite Novotel - Hammersmith Road) - Walk and/or Bus
- **Chiswick High Road** (Therapy Travel Support) - Walk and/or Bus, or Tube
- **Rhythm Studio** (Barons Court / Music Courses) - Tube from Ravenscourt Park
- **Bush Hall & Next Door Records & Music House for Children** (Shepherds Bush / Work Experience / Internships / Workshops) - Tube from Ravenscourt Park
- **Irish Centre** - Hammersmith (Work Experience / Internships) - Walk
- **Lessons in the Local Area rather than in the Classroom** - Walk
- **Enrichments in Local Area** - Walk
- **Football in Local Park** - Walk (Separate RA will be needed for Matches)
- **D of E in Local Park** - Walk (Separate RA will be needed for Trips)



The following applies to **all visits** outside of the **extended learning area** or with a substantially different focus or level of risk.

Initially, the decision on whether or not a visit will take place will be made by the relevant EVC, and will be based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Intended pupil/class lists
- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place to reduce any risks

**Trip Planning Information** must be submitted via the **Burlington House School trip booking form**, accessible to staff via the intranet home page. A trip booking form needs to be submitted at least three weeks before the departure date of a trip to allow for the proper scrutiny of planning arrangements. Exceptions to this must be approved by the headteacher and/or head(s) of school.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval from the governing board.

*Once the risk assessment has been approved by the headteacher and the governing board, where relevant, staff will communicate with parents/carers and provide trip information.*

Written parental consent will be required for trips that take place outside of normal school hours and outside of our **extended learning area**, and especially for any trips requiring a higher-than-normal level of risk assessment. The school's preferred method of gathering parental consent is with a digital **Google Form**.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### 4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

#### SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

## **5. Risk assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template, **which is available from the relevant EVC** and is also included in Appendix 1 of this policy.

Risk Assessments are approved by the EVC. Existing risk assessments or those provided by the destination itself might also be used to support this process, and the EVC keeps a record of previous documentation to support this.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, risks from the environment, and the general public, as well as venue considerations. Finally, risks associated with transport to and from the destination are carefully considered.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, *but this is not mandatory*.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher, EVC, and, where appropriate, third-party vendors.

Every risk assessment will be approved by EVC and shared with the trip team ahead of departure. A copy is taken on the trip, and a copy remains in school for use by EVC and relevant Senior Leadership.

### 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. As a general rule, Burlington House School operates on a maximum staff-pupil ratio of 1:10 for educational visits. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult are present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips  
*A list of First Aiders is kept in the School Office*
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the First Aid and Medical policy.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll calls

### 5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. Travel and transport are assessed as part of the trip booking process.

Within London, the school primarily makes use of the Transport for London (TFL) [School Party Travel Scheme](#). We will make sure pupils and staff are transported safely and efficiently, with the required first aid provision. Third-party travel will only be booked with reputable bona fide companies. The school seeks the relevant credentials when it approaches new transport providers.

Unless explicitly agreed with parents, transport for visits will leave from and return to the school site(s).

### **5.3 Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

### **6. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter or authorised school email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and locations
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Information and arrangements for lunch/refreshments
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school or by completing a digital [Google Form](#).

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and allow them the opportunity to withdraw their child.

Parents are notified in advance of:

- The selection of a child for a sports team, where they will be given a list of fixtures
- Planned trips and visits for year groups via the school calendar as soon as they are known

Parents of pupils opting for residential trips are invited to attend the school (or to join online) for a full briefing. This briefing is also provided in written form, both for those unable to attend the on-site briefing event and for those who do attend.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

### **7. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations
- An unexpected critical incident or event

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

At least 1 member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of the other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office, who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded, from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

**Further information** can be obtained in the emergency and critical incident policy.

## 8. Charging and insurance

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is a compulsory part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 9. Residential visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and times of departure and return to school
- The full address and contact details of the destination
- Planned activities and options

- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of the staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## 10. Links with other policies

This policy links with the following policies and procedures:

- Health and Safety policy
- Emergency and Critical Incident policy
- Behaviour policy
- Safeguarding policy
- First Aid and Medical policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

### Contact Information

For any questions or concerns regarding this policy, please contact **Adam Ford, Deputy Head (Senior)**, via [office@burlingtonhouseschool.com](mailto:office@burlingtonhouseschool.com)

### Approval & Policy Review

This Policy has been reviewed and approved by:

Policy Approver(s)	Cavendish Education Board of Directors  <b>Localised for Burlington House School:</b> Adam Ford, Deputy Head (Senior)
Storage Location	Online
Effective Date	September 2025
Next Review Date	September 2026

### Revision History

Version	Change	Author	Date of Change
1	First published	Cavendish Central Team	July 2025
1.1	School localisation	Adam Ford	September 2025
1.2	Inclusion of Additional RA Templates	Adam Ford	January 2026

## Appendix 1: Risk Assessment Template(s)

Template for Day trips

[PDF TRIP RA Template.pdf](#)

Template for residential / overseas visits

[PDF Residential\\_Overseas RA Template.pdf](#)