

Westminster Tutors



Educational Visits Policy
2025-2026

Contents

1. Introduction	1
2. Purpose	1
3. Policy Scope	1
4. Principles	2
5. Responsibility for the Organisation of a Westminster Tutors Trip	2
6. Organising the Educational Visits Finances	3
7. Supervision.....	3
8. Health and Safety.....	4
9. Specialist Training	4
10. Discipline	5
11. Risk Assessments	5

1. Introduction

- 1.1 This policy sets out the Westminster Tutors' approach to organising and running educational visits on behalf of students and families as part of its Tutorial Westminster Tutors services. These visits are part of the coordinated services provided under the Westminster Tutors' disclosed agency model and reflect its broader responsibility for ensuring students have access to safe, enriching, and well-managed educational opportunities beyond the classroom.
- 1.2 The Westminster Tutors oversees the planning, organisation, and supervision of educational visits where it has safeguarding oversight, administrative responsibility, and coordination duties. This includes ensuring that all visits are delivered in a way that supports inclusion, student wellbeing, and educational value.

2. Purpose

- 2.1 Educational visits coordinated and run by Westminster Tutors may contribute to a student's academic programme, support curriculum-linked outcomes, or form part of a broader enrichment offer. In some cases, participation may be linked to a subject or examination requirement; in others, visits may support pastoral development, university preparation, or cultural engagement.
- 2.2 As the coordinating body, the Westminster Tutors is responsible for planning the visit, selecting and preparing staff to supervise students, completing appropriate risk assessments, and ensuring that all safeguarding and compliance requirements are met. Where teaching is involved during a visit, it is delivered by self-employed teachers.
- 2.3 This policy is based on the following national guidance:
 - [Health and Safety Executive: School Trips and Outdoor Learning Activities \(2011\)](#)
 - [Health and Safety on Educational Visits, DfE \(2018\)](#)
 - [OEAP National Guidance](#)

3. Policy Scope

- 3.1 This policy applies to all educational visits that are organised and run by Westminster Tutors as part of the educational and safeguarding framework it coordinates on behalf of families. These visits are part of the broader agency service the Westminster Tutors provides, and are not delivered by teachers acting independently or through their own arrangements.
- 3.2 Educational visits may include subject-specific fieldwork, university and careers-related trips, cultural enrichment opportunities, and broader developmental experiences. Where appropriate, these visits are integrated into a student's academic programme or coordinated as optional activities alongside tuition. Westminster Tutors remains responsible for:
 - Approving and organising the visit
 - Selecting and preparing accompanying staff
 - Completing risk assessments and safeguarding protocols
 - Communicating with families and managing participation

- 3.3 This policy operates alongside the Westminster Tutors' Educational Visits Handbook and follows national guidance, including the Outdoor Education Advisers' Panel (OEAP) National Guidance at www.oeapng.info.

4. Principles

- 4.1 Westminster Tutors is committed to offering high-quality educational visits that complement and enhance the academic and personal development of students. These visits are coordinated and delivered as part of the Westminster Tutors' overall educational framework and are organised under the Westminster Tutors' disclosed agency model. All visits are planned and run by Westminster Tutors, not by individual teachers.
- 4.2 The Principal acts as the Educational Visits Coordinator (EVC) and retains overall responsibility for the planning, approval, and safe conduct of all educational visits. This includes ensuring that appropriate risk assessments are carried out, that staff involved in the visit are suitably trained and cleared for safeguarding purposes, and that visits are only approved once all necessary conditions have been met. Where necessary, the Principal will delegate planning tasks to a nominated Visit Leader, who will be supported and supervised throughout the process.
- 4.3 Safeguarding remains a central consideration for all educational visits. Staff participating in visits must be aware of and adhere to the Westminster Tutors' Safeguarding and Child Protection Policy and are expected to act in line with the principles of Keeping Children Safe in Education. Where a safeguarding concern arises during a visit, staff must report this to the DSL or to the Principal as soon as practicable. If a student is at immediate risk, the staff member may also contact statutory services directly, in accordance with Westminster Tutors procedures.
- 4.4 While Westminster Tutors may invite teachers to accompany visits, they are under no obligation to do so. Where a teacher agrees to attend a visit, this will be confirmed under a separate arrangement. Teachers are not expected to coordinate, supervise, or take responsibility for educational visits as part of their teaching assignment unless this has been explicitly agreed with the Westminster Tutors in advance.

5. Responsibility for the Organisation of a Westminster Tutors Trip

- 5.1 The Principal is responsible for approving and overseeing all educational visits, including ensuring that any proposed trip meets the Westminster Tutors' educational aims and safeguarding standards. No visit should proceed without written approval from the Principal, and this approval will only be granted once the relevant planning, risk assessment, and supervision arrangements are in place.
- 5.2 Where appropriate, the Principal may delegate the logistical planning of a visit to a nominated Visit Leader. The Visit Leader works under the Principal's oversight and is responsible for the operational management of the visit, including planning the itinerary, checking arrangements for transport and venues, briefing students and accompanying staff, and ensuring that the appropriate supervision ratios and safeguarding measures are in place.
- 5.3 All educational visits must be planned and managed in line with this policy and any guidance issued by the Westminster Tutors. The Principal remains ultimately accountable for the coordination of each visit and for confirming that all staff attending are appropriately trained and cleared to supervise students.

- 5.4 Where the Westminster Tutors invites a teacher to accompany a visit, this will be by separate agreement and not as part of any teaching assignment. Teachers are under no obligation to take part in educational visits unless this has been explicitly discussed and confirmed in writing. Similarly, any volunteers or non-teaching staff attending a visit must be approved in advance by the Principal and complete the required safeguarding checks.

6. Organising the Educational Visits Finances

- 6.1 All trips must be costed in advance and approved by the Principal. The Visit Leader is responsible for preparing a detailed budget in consultation with the Principal, ensuring that the estimated cost covers all essential expenses and includes an appropriate contingency.
- 6.2 Trip charges are set to recover the expected costs of the visit, including travel, accommodation, tickets or entry fees, staffing expenses, and other incidentals. Unless otherwise stated in writing, the Westminster Tutors does not apply a profit margin to educational visits. Where a surplus remains at the end of a trip, the Principal will determine how this is applied. This may include offering partial refunds to families or retaining a small balance to support the cost of future visits.
- 6.3 The Westminster Tutors is responsible for collecting payments from families and for issuing any associated communications or invoices. Payment terms and cancellation conditions will be confirmed in writing before a student is registered for a visit.
- 6.4 Staff members attending the visit are not paid a fee unless otherwise agreed in writing. Reasonable expenses may be covered, and this will be confirmed as part of the trip planning process. Staff are expected to keep receipts and provide documentation to the Westminster Tutors Administrator for inclusion in the trip accounts.
- 6.5 Funds must not be mixed with personal finances under any circumstances. Any cash collected during the visit or expenses incurred must be properly recorded and returned to the Westminster Tutors for reconciliation at the conclusion of the trip.

7. Supervision

- 7.1 Westminster Tutors is responsible for coordinating appropriate supervision for all educational visits. The Principal ensures that supervision arrangements are suitable for the nature of the trip, the students involved, and the planned activities. This includes confirming that accompanying staff are appropriately cleared, trained, and briefed before the visit takes place.
- 7.2 During the visit, the designated Visit Leader oversees the practical supervision of students. They are responsible for maintaining oversight of the group, managing any risks identified during the planning stages, and ensuring that students are safe, supported, and behaving in line with expectations. The Visit Leader must be familiar with the students attending the visit and remain accessible throughout.
- 7.3 The supervision ratio is determined by the nature of the trip and the needs of the students. Local, low-risk visits may require only minimal adult supervision, while visits involving more complex environments or vulnerable students may require additional staff. Westminster Tutors applies a proportionate approach and does not assume that all visits require high levels of supervision by default.

- 7.4 Where additional support is needed, such as for students with special educational needs or during higher-risk activities, the Westminster Tutors will coordinate additional adults to accompany the visit. All accompanying adults must be approved in advance and cleared in accordance with the Westminster Tutors' safeguarding procedures.
- 7.5 The Visit Leader is expected to ensure that families are aware of the proposed supervision arrangements and to confirm whether students will have any periods of unaccompanied time. Families are responsible for reviewing this information before deciding whether to consent to their child's participation.

8. Health and Safety

- 8.1 Westminster Tutors is responsible for ensuring that health and safety considerations are fully integrated into the planning and coordination of all educational visits. The Principal must be satisfied that suitable arrangements are in place before any trip proceeds. This includes confirming that a full risk assessment has been carried out, that appropriate supervision has been arranged, and that staff have been briefed on any relevant medical or behavioural considerations.
- 8.2 It is the responsibility of the parent or guardian to confirm that their child is fit to participate in the activities planned and to ensure that they have the necessary clothing and equipment. In giving consent for a visit, the parent or guardian agrees to provide accurate and up-to-date information about the student's medical, mental health, or dietary needs. Where this information is not provided in advance, or where a student is not properly prepared on the day of travel, the Westminster Tutors may determine that participation is not appropriate. In such cases, no reimbursement will be given.
- 8.3 The Visit Leader is expected to take reasonable care for the safety and welfare of students while the visit is underway. This includes following the agreed plan, responding to any incidents or injuries, and contacting emergency services where appropriate. The Visit Leader must also contact the Principal as soon as possible in the event of a serious incident. The Principal will then notify the parent or guardian as necessary.
- 8.4 In consenting to a visit, the parent or guardian also authorises the Visit Leader to make decisions on their behalf in the event of an emergency. This includes the ability to consent to medical treatment, including surgery or blood transfusion, where advised by a qualified medical professional and where direct contact with the family is not possible.
- 8.5 Where a student is required to take medication during a trip, the parent or guardian must confirm how this will be managed. In some cases, the Visit Leader may agree to oversee medication if this is clearly set out in writing and agreed in advance. Where this arrangement is made, the Visit Leader must follow the instructions provided and take appropriate care to ensure that the medication is stored and administered correctly.

9. Specialist Training

- 9.1 Some educational activities require staff to hold additional qualifications or training due to the level of risk involved. These activities may include mountaineering, skiing, caving, water sports, and other outdoor pursuits where specialist supervision is essential. The Principal is responsible for ensuring that appropriate training or certification is in place before approving any such activity.

- 9.2 Where Westminster Tutors organises a visit that includes higher-risk activities, the Principal will ensure that the staff selected to accompany the visit have either the necessary experience or access to qualified external providers. In some cases, this may involve working with a licensed activity centre or an instructor who holds the relevant accreditation.
- 9.3 Staff or teachers who are not qualified to supervise high-risk activities directly will not be asked to do so. The Westminster Tutors will always seek professional and informed local advice where there is uncertainty about whether specialist training is required for a particular activity or environment.
- 9.4 Westminster Tutors does not expect staff or teachers to hold specialist activity qualifications as part of their teaching role. If a teacher is invited to participate in a visit involving high-risk activities, it will be made clear that they are not responsible for supervising those activities unless they have agreed to do so and hold the necessary training or certification.

10. Discipline

- 10.1 Students participating in educational visits are expected to behave in a way that reflects the values and expectations of Westminster Tutors. They must follow any instructions given by the Visit Leader or accompanying staff and show consideration for others at all times. This includes treating fellow students, staff, and members of the public with respect, as well as behaving safely and sensibly during travel, at venues, and while engaged in activities.
- 10.2 Before the visit takes place, the Visit Leader will explain any particular expectations or rules that apply, including those relating to safety, group conduct, and the use of free time. Where necessary, the Visit Leader will also clarify what action may be taken if a student behaves in a way that puts themselves or others at risk.
- 10.3 If serious concerns arise during the visit, or if a student behaves in a way that is incompatible with continued participation, the Westminster Tutors may decide, in consultation with the parent or guardian, that the student should be withdrawn from the visit. In exceptional circumstances, the student may be sent home early. Where this occurs, the parent or guardian will be expected to cover any additional costs, such as travel or supervision expenses, and no refund will be given for missed parts of the trip.
- 10.4 All decisions about participation and conduct are made with reference to student safety, the wellbeing of the wider group, and the Westminster Tutors' safeguarding responsibilities.

11. Risk Assessments

- 11.1 A proportionate and practical approach to risk is central to the planning of all educational visits. Westminster Tutors is responsible for ensuring that appropriate risk assessments are completed before any trip takes place. These must reflect the nature of the activity, the students attending, and the environment in which the visit will occur.
- 11.2 Not every visit will require a separate written assessment. Where a trip involves low-risk activities that fall within the scope of existing Westminster Tutors policies or previously approved visits, a streamlined review may be sufficient. However, any trip involving new environments, more complex logistics, or elevated risk must be assessed in detail.

- 11.3 The Visit Leader is responsible for identifying any significant risks, reviewing them in consultation with the Principal, and ensuring that reasonable control measures are in place. Risk assessments should reflect actual risks that could realistically affect students or staff and should focus on supporting safe, effective decision-making rather than eliminating all possibility of harm.
- 11.4 Where necessary, the Westminster Tutors may consult external providers, activity centres, or venue risk documentation to inform the planning process. The Principal will decide whether the level of risk is acceptable and whether additional measures are required before the trip can be approved.
- 11.5 Risk assessments must be completed in good time, recorded appropriately, and shared with all accompanying staff. They will be reviewed by the Principal as part of the final sign-off process for the visit.

Ownership and consultation	
Document author (name)	Sean Doherty, Principal

Audience	
Audience	Principal, staff, and teachers

Version control	
Implementation date	September 2024
Reviewed	July 2025
Next Review Date	September 2026