

Educational Visits Policy for



All Hallows Catholic School

Document Control

Date	Version	Changes	Senior Leadership Team Approval	Governing Board Approval
14 Jul 20	V1.0	Uploaded to new template	D Spare & L Powell	Education & Standards Committee
7 Jul 21	V1.0	Updated for 2022, approved & published	L Powell	Education & Standards Committee
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Review Schedule:

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Our School Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

1. Key Personnel

Designated Safeguarding Leads (DSL(s) are: dsl@allhallows.net

Mr David Hurley - d.hurley@allhallows.net, Tel: 01252 319211

Mr Chris Rees - c.rees@allhallows.net, Tel: 01252 319211

Deputy DSL(s) are:

Head of Lower School: Mr Rob Antrobus - r.antrobus@allhallows.net

Head of Upper School: Miss Vikki Milnes - v.milnes@allhallows.net

Head of College: Mrs Melody Esho - m.esho@allhallows.net

Special Education Needs & Disabilities Co-ordinator (SENDCo): Miss Rebecca Peters - r.peters@allhallows.net

Inclusion & Home School Link Officer: Mrs Paula Hart - p.hart@allhallows.net

Lay Chaplain: Mrs Teresa Fanshawe - t.fanshawe@allhallows.net

The nominated Child Protection/Safeguarding Governor is: Mrs Helen Stephenson - h.stephenson@governors.allhallows.net

The Headteacher is: Mr Mark Baines - m.baines@allhallows.net

The Chair of Governors is: Mr Ian Anderson - i.anderson@governors.allhallows.net

2. Regulations for Educational Visits

- Educational visits that occur during term time should be directly linked to the curriculum. Any student partaking in a subject visit should be studying the subject as part of their timetabled curriculum. Staff responsible for a visit must ensure that they prioritise places to students who are studying the subject to which the visit is related to, and to avoid offering places to other students unless in exceptional circumstances. A visit should not normally result in more than 2 school days being missed.
- For residential courses, a provisional list of students must be submitted to the Educational Visits Co-ordinator (EVC) before any bookings are made. Lists will then be considered by the EVC and the Headteacher.
- Visits undertaken out of term time may be broader in scope and do not have to be directly related to the curriculum.
- No educational visits will be permitted in the four weeks preceding the start of Yr 11/13 study leave for those year groups, or involving staff who would be teaching those year groups.

Please note:

1. Staff must follow the trip approval procedure (found on SharePoint).
2. Financial arrangements with third parties must not be entered into until the trip has been approved by the EVC and discussed with the Finance Team.
3. All adults attending the trip must have an enhanced DBS check completed prior to the trip. Adults attending the trip who are not employees of the school must provide evidence of an enhanced DBS check. Evidence of a current DBS certificate must be presented to the school 1 month in advance of the departure date.
4. School trip leaders must have at least two years teaching experience. Residential and overseas trips must include at least one member of staff who has experience of running or participating in such trips.



5. The school code should be applied at all times. It is in student journals.
6. Students are not allowed to consume alcohol or smoke on any school trip.
7. Students must be accompanied by a teacher at all times whilst participating in a visit. (*Being accompanied means: being in the same location and in direct contact. For example, when fieldwork is being carried out this may include students walking around independently, but with a teacher in a pre-arranged meeting place in the vicinity*).
8. A first aid kit must be taken on a school trip. Student Services will issue kits.
9. A preliminary visit should be made by teaching staff, where possible. A risk assessment must be made. Copies of risk assessment forms can be obtained from Angela Denman or the EVC..
10. Students may take mobile phones or internet enabled devices on trips, but must only use them for essential communications with approval from the Trip Leader and for taking appropriate photographs. Social media must not be used by students whilst on the trip.
11. The trip leader must take a school mobile phone to contact the school or be contacted by students, if required. For residential or overseas trips, an emergency contact number must be given to parents as well as shared with students.
12. All Hallows School has its own 'duty staff' system with two school contacts available in case of emergencies. The trip leader must arrange these two contacts, usually the EVC and another member of SLT.
13. Students can be refused a place on a school trip on the grounds of a poor behaviour record if the trip leader feels unable to predict the way in which an individual may behave. This must be done in consultation with the EVC, Head of Year and parents of the student.
14. All Hallows School will follow the Surrey guidance. Surrey LEA are available to support the school and the EVC can contact Paul Bowen who represents Surrey LEA.
15. All Hallows has its own emergency procedure and this must be carefully followed in an emergency. However, if school contacts cannot be contacted, All Hallows' trip leaders have access to the Duty Officer system in Surrey, available through the Evolve website. Emergency procedures including fire evacuation routes and assembly points must be communicated to students upon arrival at all residential facilities.
16. Trip leaders on our educational visits must carry a copy of the All Hallows 'Emergency Plan Procedure' and the Surrey emergency card with them, available through Evolve and Sharepoint.
17. Guidance and relevant documentation is made available to Trip Leaders and other staff via SharePoint. Trip leaders taking their first educational visit should request to be taken through the procedures by the EVC and given access to exemplar sheets from previous trips to support them in the organisation of their educational visit.
18. All activities are covered by Zurich Insurance plc via Surrey LEA. Further information can be obtained from the EVC.
19. Please contact the EVC if you require any further information.

