

# 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
23 Mar 23	V1.1	Updated for 2023, approved & published	D Ragg	Education & Standards Committee
25 Apr 24	V1.2	Updated for 2024, approved & published	D Ragg	Education & Standards Committee
12 Nov 24	V1.3	Updated for 2024, with mobile phone information	D Ragg	Education & Standards Committee
1 Apr 25	V1.4	Updated for 2024, approved & published	D Ragg	Education & Standards Committee

## Review Schedule:

Document Type: [Internal Policy](#)

Document Reference: [IPL.009](#)

Review Cadence: [Annually](#)

Next review date: [April 2026](#)

## 1. Key Personnel

### 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.

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

Mr David Hurley - [d.hurley@allhallows.net](mailto:d.hurley@allhallows.net), Tel: 01252 319211

Deputy DSL(s) are:

Head of Lower School : Mr Rob Antrobus - [r.antrobus@allhallows.net](mailto:r.antrobus@allhallows.net)

Head of Upper School : Miss Vikki Milnes - [v.milnes@allhallows.net](mailto:v.milnes@allhallows.net)

Head of College : Mrs Melody Esho - [m.esho@allhallows.net](mailto:m.esho@allhallows.net)

Inclusion & Home School Link Officer : Mrs Paula Hart - [p.hart@allhallows.net](mailto:p.hart@allhallows.net)

Lay Chaplain : Mrs Teresa Fanshawe - [t.fanshawe@allhallows.net](mailto:t.fanshawe@allhallows.net)

Sixth Form : Mr Chris Rees - [c.rees@allhallows.net](mailto:c.rees@allhallows.net)

Nominated Safeguarding Link Governors : Mr Seamus Lynch - [s.lynch@governors.allhallows.net](mailto:s.lynch@governors.allhallows.net) &

Mrs Helen Stephenson - [h.stephenson@governors.allhallows.net](mailto:h.stephenson@governors.allhallows.net)

Headteacher : Mr Mark Baines - [m.baines@allhallows.net](mailto:m.baines@allhallows.net)

Chair of Governors : Mr Ian Anderson - [i.anderson@governors.allhallows.net](mailto:i.anderson@governors.allhallows.net)

## 2. Regulations for Educational Visits

- Educational visits that occur during term time must be directly linked to the curriculum. Any student partaking in the visit must 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.
- 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 after February half term for students in Years 11 or 13, or involving staff who would be teaching those year groups at the time of the visit. The exceptions to this are where students have to complete compulsory elements of exam courses, for example fieldwork, or trips that have no impact on lessons for those year groups, for example evening visits.

Please note:

1. Staff must follow the trip approval procedure (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. For residential visits, 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.



6. The school behaviour code should be applied at all times. It is in student journals.
7. Students are not allowed to consume alcohol or to smoke or vape on any school trip.
8. 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.)*)
9. A first aid kit must be taken on a school trip. Student Services will issue kits.
10. 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.
11. Students may take mobile phones or internet enabled devices on trips, but must only use them in accordance with the guidance in appendix 1 below.
12. 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 being shared with students.
13. 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 or another member of SLT.
14. 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 will be unusual and must be done so in consultation with the EVC, Head of Year and parents of the student.
15. 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.
16. 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.
17. 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.
18. 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 loaned exemplar sheets from previous trips to support them in the organisation of their educational visit.
19. All activities are covered by Zurich Insurance plc via Surrey LEA. Further information can be obtained from Caroline Antrobus.
20. Please contact the EVC if you require any further information.

## Appendix 1: Mobile phone use

- Students may take mobile phones on trips, to be used responsibly and at appropriate times in accordance with this policy.
- Students are responsible for keeping their devices secure. It is advisable to arrange for parents to arrange for mobile phone insurance in case of loss or damage.
- Students must only use mobile phones under appropriate circumstances, which will be clarified by trip leaders. (For example, students must not use phones whilst crossing roads and at other times when safety may be compromised.)
- We expect appropriate use of social media whilst on school visits.
- Students must not take photographs of other students/staff without their consent. Not all parents, guardians or students give consent for the publication of photographs, therefore photographs of other students must not be posted on social media without consent.
- Students must observe regulations/restrictions regarding photography when visiting sites during any trip. Failure to follow these guidelines may result in recording equipment being confiscated.
- The Trip Leader will confiscate a mobile phone where there is suspicion of the phone being used inappropriately by a student.
- Students on residential trips will not be able to use their mobile phones between the hours of 9.00pm and 8.00am (exact times may vary according to the itinerary, in order to allow time for charging of devices). All students must hand their mobile phone to a member of staff at the agreed time. All phones will need to be switched off. Phones will be placed in named bags and looked after overnight by a teacher.
- In exceptional circumstances, the Trip Leader may give permission for a student to use their phone to call home after phones have been handed in. In this situation, the Trip Leader will explain the reason to the parent at the time of the call.
- Parents will be given the number of the All Hallows emergency contact and the accommodation, in case of emergency.

