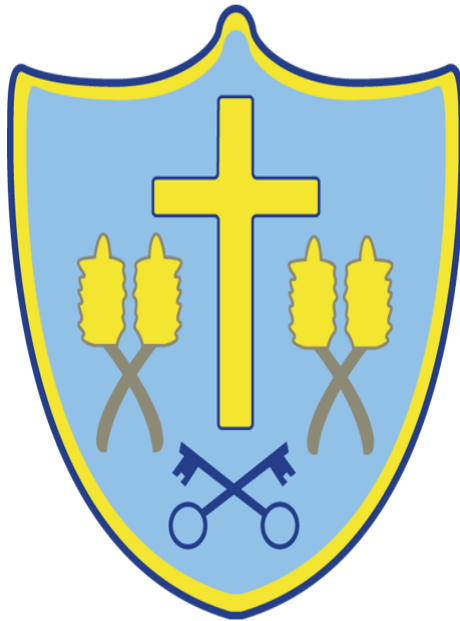


St. Peter's Elwick Church of England Primary School



Educational Visits, Outdoor Learning and Adventurous Activities Policy

'To give all the opportunity to be who God created them be and have fullness of life.'

Prepared by: Head of School
Approved: NLLT Board and Local Governing Body
Signature Chair Local Governing Body:
Date of Renewal: Spring 2028

Pastoral Care/Spiritual Development

The quality of relationships between all members of school, staff and pupils, and the relationship with parents/carers is integral to the ethos of the school.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents/carers and members of the community which the school seeks to serve. Our pastoral work will strive to create and maintain such. Those who are school staff and in particular those in leadership roles, which include all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the school is organised and the way policies are written and implemented.

Our Shared Values

We respect and care for all members of the community, nurturing talents and creating opportunities for all in a supportive environment. We believe that it is through the nurturing of the children, they will become equipped to develop the beginnings of their own values and our vision:

*'to give all the opportunity to be who God created them to be and
have fullness of life'*

We share a common set of values that underpin all that we do in our work at St Peter's Elwick Church of England Primary School. These values are:

- Friendship and Trust
- Compassion
- Service
- Thankfulness

People involved in policy formation:

- Head of School
- NLLT Board
- Staff
- Pupils
- Local Governing Body

This policy should be read in conjunction with the following policies/documents:

- Home School Agreement
- Safeguarding and Child Protection Policy
- Pupil Admission Guidance
- DFE Guidance

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1. Aims and scope

Educational visits within Northern Lights Learning Trust are activities arranged by, or on behalf of, our academy, which require pupils to leave the premises, having been authorised to do so by the Head of School or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, provide enriching social and cultural experiences and provide lifelong learning opportunities for furthering our pupils' education and personal growth.

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
- 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 2023](#)

For academies with Early Years Foundation Stage (EYFS), sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

Northern Lights Learning Trust is the employer and responsible body for Health and Safety. The Local Governing Body of St. Peter's Elwick C of E and Hart Primary Schools recognises that it has delegated responsibilities for health and safety in these schools. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy. Where there is conflict with non-statutory guidance or advice from other sources, the employer policy will take precedence with clarification sought from the Head of School, COO and if required from North Yorkshire Educational Visits Advisory Service who manage the EVOLVE system on behalf of the schools.

3.1 Head of School

The head of school is responsible for:

- Approving staff requests for educational visits
- Approving planned educational visits, including all risk assessments for out of area trips (see local area map in appendix 2 to define area outside of this), trips involving risk-taking activities e.g. water-based activities and residential visits.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Requesting approval for residential trips of more than 24 hours from the Chair of Governors.

3.2 The educational visits co-ordinator (EVC)

Caroline Pickles is the appointed EVC at our school. Victoria Fearnley is appointed Deputy EVC. 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 head of school and Chair of governors when they're approving trips
- Access the necessary training, advice and guidance
- Evaluating planning of and have responsibility for approval of Routine local walking visits, bike ability training, local sports fixtures and local swimming visits (see Appendix 2)
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead 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, making sure requirements are met in advance of the trip (e.g. DBS, application and references)
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the individual needs of everyone taking part are considered, including co-ordinating any additional support needed for either pupils or staff
- Make sure that all information on the visit is added to EVOLVE
- 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 head of school
- 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 the health and safety of themselves 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 in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own 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 St Peter's Elwick's behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head of School, and 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
- First aid/medical provision
- Inclusion and accessibility

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Risk assessment for staff ratio, taking into account individual needs and minimum standards, depending on the age of the children
- Appropriate documentation for volunteers (DBS, application and references)

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or via MST /telephone contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. An enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to St. Peter's Elwick C of E Primary School's safeguarding policy.

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the head of school will seek approval of the Chair of the Local Governing Body (LGB).

Written parental consent will be required for trips that take place outside of normal school hours, outside of the local area (see appendix 2) and for any trips requiring a higher-than-normal level of risk assessment.

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

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

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. This could include working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as school deem necessary.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils. Reference should also be made to St. Peter's Elwick Church of England Primary School's SEND policy.

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 attend the trip safely, such as adapting the itinerary and increasing staffing numbers (where possible) so additional supervision of the pupil is possible.

5. Risk assessment

We will carry out a full risk assessment before the start of all trips, leaving sufficient time for these assessments to be shared with staff and other parties as appropriate.

This will be completed using the school's risk assessment template and uploaded to EVOLVE and approved by the educational visits coordinator/ head of school/ head of school and Chair depending on the type, duration and location of the trip. Existing risk assessments or those provided by the destination itself might also be used to support this process. Venue risk assessments can contribute to but will not replace a school-based risk assessment document.

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, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process (where approved by the head of school), but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the head of school and, where appropriate, third party vendors.

Every risk assessment will be approved by the appropriate person with delegated responsibility, and a copy taken on the visit and another copy left the EVC.

Emergency plans will be considered and clear action plans will be communicated on what to do in the case of an emergency while on the visit. This will be discussed as part of the pre-planning process for the trip

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS settings, at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips
- 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 rollcalls

The following adult to child ratios are recommended but the head of school should use their knowledge of the pupils if any adjustments are made to these:

- Nursery children 1:1
- Reception children 1:4
- Y1/2 children 1:6
- Y3/4 children 1:8
- Y5/6 children 1: 15.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures and risk assessment. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision in place.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

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

This includes checking whether 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.

For residential trips and trips led by other schools/ agencies, it may be necessary to have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Volunteers will be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Volunteers will be required to undergo safeguarding checks, including DBS checks, application and references. Volunteers without these checks will not be able to attend.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit before the proposed date of the trip. Communication may be electronic or via letter and information provided will include the date, relevant travel times, destination and the purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location if outside of school hours or a location other than school.
- Any clothing and equipment required

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. This may be electronically via Parent Pay/Arbor.

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

EYFS schools will always get written consent (could be via Parent Pay/ Arbor) before taking nursery-age children off-site.

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 if this information is not already held in school.

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.

Local Learning Area Routine Visits: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written consent will be gained on enrolment of the pupil to the school for routine local visits and activities which are a part of our normal educational provision during the school day.

These visits can be considered lessons in a different classroom. Information regarding the nature of the types of visits will be included on the website or via other forms of communication (e.g. Parent Diary). This consent will last for the duration of their time at St. Peter's Elwick Church of England Primary School. Parents/Carers

can opt out. If this option is chosen, a meeting between parents/carers and class teacher or SLT must take place in the hope of eradicating any concerns.

School will aim to inform parents/carers either by publishing on the website or via other forms of communication that the school deems appropriate of the nature of each visit and activity. It is the responsibility of the parent to update information and emergency contact details and to contact the school to discuss withdrawal.

On occasions a curriculum opportunity that is classified as a routine visit may become available at short notice and we will always aim to notify parents that their child will be off site, but this may not be possible. (See Appendix 2 for list of 'Local Learning Area Routine Visits')

Nursery Pupils only: School must always get written consent for each specific off-site activity for nursery age children.

Non-routine consent: Written consent, which may be electronic via ParentPay/Arbor, will be gained on enrolment of the visit for those visits which are non-routine and activities and those visits which fall outside of normal hours or outside the local area. We will fully inform parents by whichever method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Written consent which may be electronic via ParentPay/Arbor will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, beach visits, water-based activities (not including swimming lessons). We will fully inform parents by whichever method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Consent Withdrawal: If consent is not given by the parent/carer a meeting with a member of the Senior Leadership team must take place to understand why this is the case and to work together to ensure that school and home can work together to ensure that a child does not miss out on educational experiences. The child is to remain in an alternative class and work assigned to them.

8. 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

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 head of school for advice. The head of school may contact the Chief Operating Officer (COO) for advice. The head of school will arrange for contact with 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.

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

In a case of a pupil being unaccounted for, the trip leader will search the area while other members of staff remain in charge of other pupils. The trip leader will notify the head of school as soon as possible and the head of school will contact the COO following protocols for emergencies and incident reporting.

In the unlikely event that a pupil cannot be found within 30 minutes, the head of school will arrange to contact the parents/carers. The trip leader will contact the police and provide them with the relevant information so they can take over the search.

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.

9. Charging and insurance

We will follow Northern Light's Charging and Remissions policy at all times.

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 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.

10. Residential visits

The head of school, together with the Chair of 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 lead 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 (with the exception of medication that may have been prescribed closer to the event)
- 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 time 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 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.

11. Review

This policy will be reviewed every 3 years.

At every review, the policy will be shared with the Central Team and Local Governing Body.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy - where appropriate

Appendix 1: proposed visit planning information

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Governing Body:

The Local Governing Body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the head of school to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Additionally, as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy.

The governing body delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service (via EVOLVE).

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Coordinator: Routine local walking visits, bike ability training, local sports fixtures and local swimming visits (see Appendix 1)

To be completed by the staff member proposing the educational visit, and submitted to the head of school.

Name of Event/ Trip:			
Location of Event/ Trip:			
Event Entry Cost:	If the request submitted is for transport to/from an event - is there also an additional cost for entry to event?		
	Yes – please also complete & submit a PO form for the entry fee	No – no action needed	
Date of Event/ Trip:		Time of Event:	
Pick-up Time:		Return Time:	
Size of Transport Required:			
Number of Children/ Staff Attending:	No. of CHILDREN:	No of STAFF:	
Packed Lunch Required:			
Consent Required:			
Any Additional Info: (Year groups/specific children attending/clothing requirements etc)			
Requested By:		Date:	
Budget Allocation e.g MSB/PE etc:			

Appendix 2: Local Learning Area Routine Visits

Along with Hart Primary School, the following areas are considered to be Local Learning Area Routine Visit locations. We do not require parental consent for curriculum activities to local routine visit areas during the normal school day. The boundaries of the locality are shown on the maps below, which includes the whole borough of Hartlepool. This area includes the following frequently used venues; however, this list is not exhaustive: e.g.

Village Visits Map

Examples of visits within the village might include:

St Peter's Church
Elwick Ghyll
Elwick Wildlife Garden
The village green



Local Area Visits:

Examples of visits within the local area might include:

Tees Valley Wildlife Centre
Hart Village
St Hilda's Church, Headland
Hartlepool Power station
Teessmouth Field Centre
Summerhill



We use this extended area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Operating Procedure for visits to the Routine Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- 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).
- Potential Hazards linked to the specific visits.
- Fire procedures for event specific venues.

These are managed by a combination of the following:

- The Head, Assistant Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'extended learning locality' is explained to all new parents when their child joins the school.

The following adult to child ratios are recommended but the head of school should use their knowledge of the pupils if any adjustments are made to these:

- Nursery children 1:1
- Reception children 1:4
- Y1/2 children 1:6
- Y3/4 children 1:8
- Y5/6 children 1: 15.

Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.

Pupils will be briefed about standard techniques for road crossings in a group.

Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).

Pupils' clothing and footwear is checked for appropriateness prior to leaving school.

Staff are aware of any relevant pupil medical information and ensure that any required medication is available.

Staff will deposit in the office a list of all pupils and staff, a proposed route, estimated time of return and exact details input onto the school calendar.

A mobile phone is taken with each group and the office have a note of the numbers.

Appropriate personal protective equipment is taken when needed (eg gloves, goggles).

Personal medication and first aid kit is checked and taken by the visit leader.

When crossing roads everyone must use the pelican or pedestrian crossings if they are available.

The visit leader must have instant access to any pupil/parent contact numbers. These will always be taken in paper form (signed in/out) and handed back to school office on their return.

Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to Caroline Pickles (EVC) or Victoria Fearnley (DEVIC) at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Hold an enhanced DBS, completed application form and provide (character) reference.
- Complete safeguarding training as directed
- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree not to:

- Exchange contact details with pupils.
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: