

Educational Visits Policy

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Document Control	
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Related Policies/Guidance	• Charging & Remissions Policy • First Aid Policy • Relevant and specific Trip Risk Assessments • Data Retention Procedures and Secure Destruction Checklist, • Behaviour Policy • Safeguarding Policy • First Aid Policy • Supporting Pupils with Medical Conditions Policy • Special educational needs (SEN) Policy • Equality Information and Objectives • Accessibility Plan • Early Years Foundation Stage (EYFS) Policy • Allergens Policy • Risk Management Policy
Author	Chief Operations Officer
Policy Category	Statutory, Trust Wide + this policy applies to all schools within the Trust, personalised by the school

Contents

1. Aims and Scope	4
2. Legislation and Guidance.....	4
3. Roles and Responsibilities	4
4. Planning and Preparation	6
5. Risk Assessment.....	7
6. Volunteers	8
7. Communication and Consent.....	9
8. Emergency Procedures and Incident Reporting.....	9
9. Charging and Insurance	10
10. Residential Visits	11
11. Review.....	11
12. Links with other policies.....	11
Appendix 1: Proposed Visit Planning Information	13
Appendix 2: Educational Visit Planning Form	14
Appendix 3: Trip Risk Assessment Template	16

Appendix 4: On the Day Checklist	1
Appendix 5: Volunteer Behaviour and Code of Conduct Agreement	2

1. Aims and Scope

Educational visits are activities arranged by, or on behalf of, our schools, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and they form an integral part of our approach to 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 all activities taking place outside the school site, either within and outside of normal school hours, including weekends and holiday periods.

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](#)
- This policy is 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

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having 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 Executive Headteacher to approve residential trips of more than 24 hours
- Ensure the financial burden is not too great on parents/carers
- Ensuring Trip Leaders follow timelines and encourage staff to plan trips at the outset of the school year.

3.2 The Educational Visits Coordinator (EVC)

Joanne Lennon is the appointed EVC at our school. 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 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
- 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 co-ordinating 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 SENCo to 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 the school's behaviour policy at all times.

Please refer to the School's Behavior Policy

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by the EVC, and 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
- Any other factors deemed appropriate and relevant

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
- Add any additional minimum standards, depending on the age of the children

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 headteacher will seek approval of the Executive Headteacher.

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 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

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 in the appendix of this policy and approved by the Headteacher. A range of supplementary and specific risk assessments can be found on Every and the school's public drive, or those provided by the destination need to be used to support this process.

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, it is good practice to 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 and, where appropriate, third party vendors.

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

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 pediatric first aider is present on all trips
- 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 school office.
- 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

5.2 Transport

Transportation for trips will be organised by the school, in line with our first aid policy, individual health care plans and children with health issues. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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 have appropriate safety standards and liability insurance.

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

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance. They will also be asked to confirm they agree with the expected behaviour. See **appendix 5** 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.

Where practical and as required by the nature of visits (ie when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and Consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or communication app/software, and information provided will include the date, travel times, destination, purpose of the visit, an itinerary of activities and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- 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 via a communication app or software.

We will always get written consent 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.

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.

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 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.

One 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 another member of staff remains in charge of 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.

Please note any documentation relating to a trip where an incident has occurred will need to be retained for a longer period of time, please refer to the School's Data Retention Procedures and Secure Destruction Checklist.

9. Charging and Insurance

We will follow our Trust's charging and remissions policy at all times, available on Every.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They 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.

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.

Good practice is to plan trips at the outset of the school year and gain better value for money by bulk booking coaches for more than one trip at a time.

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 Headteacher, together with the Executive Head 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
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – eg 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 (including 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 LOfC 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 2 years by Chief Operations Officer. At every review, the policy will be shared with the Finance and Resource Committee.

12. Links with other policies

This policy links with the following policies and procedures:

- Charging & Remissions Policy
- First Aid Policy
- Relevant and specific Trip Risk Assessments
- Data Retention Procedures and Secure Destruction Checklist,
- Behaviour Policy
- Safeguarding Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy

- Special educational needs (SEN) Policy
 - Equality Information and Objectives
 - Accessibility Plan
- Early Years Foundation Stage (EYFS) Policy

Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit and submitted to the headteacher. This can also be done via Trip Software or Google Forms.

Name of staff member proposing the visit:		
Proposed Trip Date:		Date of request:
Proposed Trip Information	Trip Information	Additional Comments
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required: • Staffing • Volunteers • Physical supplies • Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

Appendix 2: Educational Visit Planning Form

To be completed by the staff member proposing the educational visit and submitted to the headteacher. This can also be done via Trip Software or Google Forms.

For Residentials there is a supplementary Planning Form

Name of Trip Planner/Leader:		Year Group(s):
Date of Trip:	Departure Time:	Return to School Time:
Trip Planning	Data	Notes
Proposed Trip Plan Approved	Date:	
Age Range		
Number of Pupils		
Number of Adult Staff (male)		
Number of Adult Staff (female)		
Individual Group size		
Number of Volunteers Sought		
Number of Volunteers Confirmed		
Existing knowledge of the Venue or place of visit:		
Details of a preliminary visit:		
Itinerary and activities confirmed	Yes / No	
Risk assessments from venue in place?	Yes / No	
Knowledge or venues emergency and evacuation procedures	Yes / No	
CLIC specific risk assessments reviewed	Yes / No	List all risk assessments used:
SENDCo Consulted	Yes / No	
First Aid Requirements Met	Yes / No	
Medical Needs Considered	Yes / No	
Transports Arrangements: <i>Include number coaches & their number of seats; company used and their contact number and email</i>		
Confirmation of Transport arrangements	Please attached	
Catering Team Notified	Date:	

Name of Trip Planner/Leader:		Year Group(s):
Date of Trip:	Departure Time:	Return to School Time:
Trip Planning	Data	Notes
Proposed Trip Plan Approved	Date:	
Catering Labels Completed	Yes / No	
Cost breakdown		
Transport	£	
Parking	£	
Venue Entrance	£	
Physical Resources Required	£	
Additional Costs	£	
Cost Total	£	
Cost Per Pupil	£	
Value of Donation Requested	£	
Communication		
Letter to Parents Sent	Yes / No	
Trip Contribution on Payment Portal	Yes / No	
Office Informed of arrangements	Yes / No	
Staff Team Briefing Planned	Yes / No	
Volunteer Team Briefing Planned	Yes / No	
Approval (use tick boxes to right before signing)		
Planning demonstrates the appropriate level of diligence, and I have seen the accompanying documents:		
Trip Proposal		
General Trip Risk Assessment and all relevant internal/external risk assessments appropriate for this trip have identified/reviewed risks with strong controls in place leaving a low residual risk		
For Residential supplementary forms and planning are in place		
Trip Pack is clear but sufficiently detailed to be used effectively at briefings and on the trip itself		
The planning meets our Equality Duty and full consideration must be given to how pupils, staff and volunteers can safely access the activities.		
EVC Signature:	Name:	Date:

Headteacher Signature_____

Date _____

Appendix 3: Trip Risk Assessment Template

Date of Assessment:		Assessor:		Trip Leader:		Date of Trip:	
Trip Destination:			Year/Class:		Checked by:		Date Checked:
Hazard	Persons at Risk	Existing Controls			Additional Measures	Comments and Actions	Tick if in Place
Exposure to weather – cold, heat, strong wind, over exposure to sun, ice, snow	Children Staff	- Consider possible weather conditions and plan appropriate programme, clothing and equipment - Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares - Daily weather forecast obtained, and plans adjusted				Clear information re suitable clothing and equipment to Parents/carers	
Pupil lost or separated from group, inadequate supervision	Children	- Ensure supervising staff are competent and understand their roles - Supervisory ratios are suitable - Plan and use suitable group control measures (eg buddy system, large groups split into small groups each with named leader, high viz vests, wrist bands etc.) - Discuss itinerary and arrangements with pupils - Briefing to all on what to do if separated from group - Head counts by leaders particularly at arrival/departure points and when separating/reforming groups				Plan supervision before visit and brief staff and Children	
Illness or injury	Children Staff	- At least one leader with each group first aid trained - Leaders know how to call the emergency services - Children and parents receive a reminder to bring individual medication which is securely kept - First aid and travel sickness equipment carried - Mobile phones carried if available - Emergency contacts arranged with headteacher & parents				Check first aid certificates are current Check medication brought by Children	
Special needs of specific pupils – medical, behavioural, educational	Children Staff	- Obtain information from parents - Take advice from SENCO if appropriate - Make necessary arrangements for individual children				Use recommended parental consent form	

		individual risk assessment and additional staffing as necessary			
Hazard	Persons at Risk	Existing Controls	Additional Measures	Comments and Actions	Tick if in Place
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc.)	Children	- Check location as suitable for this mode of supervision - Ensure children sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised)		Included in information to parents	
Volunteers	Pupils Other children Staff Volunteers	- Check for suitability of person if they are to supervise pupils (point 6 of Educational Visits Policy) - Use volunteer briefing and trip information pack to ensure volunteers are well informed and aware of all risk assessments and control measures. - At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.		Consider before groups agreed Volunteer vetting if required Volunteer Induction Briefing	

When all of the above conditions are in place the activity is considered low risk. If not, a further assessment must be carried out to eliminate some of the risks to reduce the risk level. If any issues arise a nominated person must liaise directly with the school. You need to share with all adults on the visit a full itinerary with timings and ideally photos of the issues navigating the venue as well as this and any other risk assessment as a pack circulated prior to departure.

Equality Duty Statement; you need to sign here to confirm that no pupil or employee has been put at a substantial disadvantage in the planning of this educational visit. Our Equality Duty states that no disabled pupil or employee is put at a substantial disadvantage and to do this full consideration must be given to how pupils, staff and volunteers can safely access the activities.

Signed:

Date

This is a generic risk assessment which identifies the common hazards and risks associated with this type of activity. Before undertaking the activity, the Group Leader confirms that, in addition to this assessment, any special risks which are specific to their particular visit, venue, children or staff are identified in the Educational Visit Planning

Signed:

Date

Appendix 4: On the Day Checklist

Trip Leader		Trip Date
Proposed Trip Information	Responsible	Done
Assess weather hazard and discuss with Headteacher prior to departure		
Collect packed lunches		
Check first aid outing bag		
Make sure individual pupils have their own medication in the yellow box		
Share risk assessment with all adults and inform of any hazards		
Hand out information packs for all adults included list of names people have direct supervision for as well as info on pupils' particular needs		
Accompanying adults have signed a Code of Conduct Agreement		
Children asked to go to toilet before leaving		
Discuss with children behaviour expectations		
Adults have mobile contact and have shared contact numbers		
Volunteers have the school telephone number		
Children and adults have high visibility vests		
Everyone is using their seatbelt		
Adults are well spread across the coach		
Children are reminded not to change seats, kneel up, eat or open windows		
When getting of the bus an adult gets off first and last		
Children and counted between activity and on and off any transport		
When walking adults should be at the front and back, well-spaced in between		
Feedback any incidents, near misses or lessons learnt for the future to the headteacher and EVC on your return. Significant incidents occurring on the visit must be reported to the school during the visit when it is safe to do so.		

Appendix 5: Volunteer Behaviour and Code of Conduct Agreement

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 the trip leader or Headteacher 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:

- 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
- Carry out regular headcounts for their group especially when moving from one place to another and on arrival at each new place within the visit.

Volunteers agree not to:

- Exchange contact details with pupils unless told to by a member of staff
- 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

Volunteers confirm they:

- Have contact details for the school
- Know where the visit is to and how we are expecting the children to benefit from the visit.
- Have a full itinerary of the visit, different activities occurring, where and when each activity is going to take place and what is expected of them personally and of the children during each activity.
- Know how many children I am responsible for and have a list of names of the children in my group and am aware of any special needs.
- Are aware of any potential risks that appertain to each part of the visit and are aware of the steps that they must take in order to minimise each risk.

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

Signed:

Name:

Date:
