



**Huxlow  
Academy**

Ambition • Respect • Pride

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
Zoë Correa	SLT	June 2023		Biannual	June 2025

# Learning outside of the Classroom Policy

Version control

Version number	Date of change	Changes made
1	02.06.23	

## Contents

Contents .....	2
1. Aims and scope .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. Planning and preparation .....	5
5. Risk assessment .....	6
6. Volunteers .....	6
7. Communication and consent.....	7
8. Emergency procedures and incident reporting .....	7
9. Charging and insurance .....	8
10. Residential visits .....	8
11. Review.....	9
12. Links with other policies .....	9
Appendix 1: Proposed Trip Planning Document.....	10
Appendix 2: Parental Consent Form for Residentials and Trips Abroad .....	15
Appendix 3: Volunteer Behaviour and Code of Conduct .....	17

---

## 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, 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 not only deepen and develop curriculum knowledge outside of the classroom, but they also enable to give our students the culture capital that they require. Cultural Capital allows students opportunities to experience the wider world outside of the classroom and therefore impacts on progress inside of the classroom, forming 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 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 2022](#)

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 (Trip Leads receive Trip Leader training via Plumsun and Internal Trip Training to confirm procedures within school)
- Working with the governing body to approve residential trips of more than 24 hours

### 3.2 The Educational Visits Co-ordinator (EVC)

**Kerry Hughes** 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 a designate suitable trip lead for each visit

- Assess outside activity providers
- Advise the headteacher and governing board when they are 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

### **3.3 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 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

### **3.4 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

### **3.5 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

### **3.6 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 for Life policy at all time.

Our Academy behaviour policy can be found on our Academy website [here](#).

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by the **Extended Leadership Team and the Headteacher**. Alison Ward (Data and Cover Manager) will confirm whether the trip is viable based on cover implications and Zoë Correa (Assistant Headteacher i/c Character and Personal Development) will sign off once the calendar has been checked and the trip has been discussed at ESLT. Decisions as to whether or not a trip will go ahead will be based on the following factors:

- 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

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, volunteer, 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

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 trip will be approved by Plumsun, the school's Outdoor Education Advisors.

Once the trip and full information has been approved by the Headteacher, 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.

If a pupil with a disability, statement of special educational needs (SEN) 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.

## 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 risk assessment templates from Plumsun, the school's Outdoor Education Advisors, (these are held by the EVC and updated regularly from the website). All risk assessments will be approved by the school's EVC and/or Plumsun. Existing risk assessments or those provided by the destination itself might also 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, staff may 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 EVC and where appropriate the headteacher and/or 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 and/or the Senior Leadership Team link 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 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid 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 First Aid room – see Ashley Sandison for support.
- 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

Links to Health and Safety policy, [section 12](#)

### 5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. 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 that 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.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 6. Volunteers

It is unusual for volunteers to accompany learning opportunities outside of the classroom, but there may be some occasions where this is appropriate. Where this is 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:

- 1 The needs of the pupils going on the trip
- 2 The setting and circumstances of the trip
- 3 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 in writing. They will also 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.

Where practical and as required by the nature of visits (i.e. 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/email, MyEd Communication and information provided will include the date, travel times, destination, purpose of the visit, 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. Consent may also be gained by the completion of a Microsoft Form. Residential trips and trips abroad will also require the completion of the Residential Visit Consent Form – **See appendix 2.**

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

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 EVC or SLT Link for the trip. 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.

## 9. Charging and insurance

We understand that these types of opportunities that we offer to students can be expensive. At all times, trip leaders will keep costs to a minimum and there will never be any financial gain to the school in the running of any trip or visit. For Pupil Premium students, a discount may be applied to some trips in order to help and encourage opportunities that would otherwise be impossible.

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 and Plumsun (the school's Outdoor Education Advisors), 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 – 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 hold 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 2 years by **Assistant Headteacher Zoë Correa and EVC Kerry Hughes**. At every review, the policy will be shared with the full governing board.

## 12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour for Life policy
- Safeguarding and Child protection policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Pupil Premium Policy
- Accessibility plan
- Accident Reporting Policy



Signed: \_\_\_\_\_  
Chair of Academy Improvement Board

5<sup>th</sup> July 2023

Date: \_\_\_\_\_

## Appendix 1: Proposed Trip Planning Document

To be completed by the staff member proposing the educational visit, discussed with their Head of Dept/Year, Assistant Headteacher and submitted to EVC and Headteacher for discussion with the Extended Leadership Team.

### NOTES FOR PLANNING A TRIP

**A TRIP PACK IS NECESSARY FOR ANY SITUATION WHERE A SINGLE STUDENT OR A GROUP OF STUDENTS IS TAKEN OFF SCHOOL SITE – except for PE FIXTURES only.**

- Before planning a trip, you must discuss the trip with the Head of Dept / Head of Year and Zoë Correa who will **provisionally approve the trip**. The Head of Dept/Year must discuss with their SLT link too when they meet.
- Complete the attached forms **IN FULL** and obtain the signature of the Head of Dept / Head of Year, AHT Zoë Correa, Business Manager (Finances) and Cover Manager (Cover) before handing to the Head's PA.

Attach a copy of the letter for parents to these forms and email an electronic copy to Head's PA. If you are going on a Residential, an Off-Site Parental Consent Form must accompany the letter.

- The Head's PA will then take to ESLT for discussion and final approval – subject to all necessary planning being in place in good time before the trip. Head's PA will confirm when signed off and date will be entered onto the whole school calendar.
- Following approval Finance (financeclerk@huxlow.northants.sch.uk) & Teach Assist (teachassist@huxclow.northants.sch.uk) must be sent the student list and the trip letter so payment can be set up on Wisepay and the letter sent out to the correct students. (A letter of interest may be more suitable for your trip to gauge interest first.)
  - PP students may be funded so please speak to Helene Huchet.
  - You will need to organise PP meals through the canteen if needed.
- Ensure the minibus is booked through Reception if needed and a qualified driver is available that day. The minibus and gate keys have a fob attached for the vehicle and pedestrian gates.
- It is the responsibility of the Trip Leader to create full risk assessments for any trip they run. Head's PA will send the required RAs to the Trip Leader but the Trip Leader is responsible they are relevant to the trip and include necessary medical/behaviour details for students attending. Please include RAs with the trip pack where possible.
- It is the responsibility of the Trip Leader to check all students going on their trip for any medical conditions/medication required. Please liaise with the First Aider for any issues.
- All medical details for students and trip information will be held by the trip leader, support staff, SLT contact and EVC until the trip is completed.

**Any changes to staffing AFTER this pack has been signed MUST BE AUTHORISED and the EVC notified.**

***IN THE EVENT OF AN ACCIDENT WHERE ANY STUDENT IS INVOLVED THE TRIP LEADER MUST IMMEDIATELY CONTACT THE EVC OR THE EMERGENCY SLT CONTACT – DETAILS ARE IN THE TRIP PACK. RING THE CONTACT NUMBER FOR THE STUDENT AND INFORM PARENT/CARER OF THE ACCIDENT, EVEN IF YOU CONSIDER THE INJURY TO BE SLIGHT.***

## FORM A - REQUEST TO PLAN AN EDUCATIONAL VISIT

COMPLETE ALL AREAS UNLESS GREYED OUT

<b>PURPOSE OF THE TRIP</b>	(Rationale – how does this fit into your curriculum or reward program, include any reward criteria and what will the student gain from this trip)	
<b>LOCATION OF THE TRIP</b>		
<b>DATES FOR TRIP</b>	Date Leaving:	Time Leaving:
	Date Returning:	Time Returning:
<b>STUDENT INFORMATION</b>	Year Group/s:	Total Students:
	Girls:	Boys:

<b>TRIP LEADER NAME</b>		
<b>STAFF SUPPORTING TRIP</b>	Deputy Lead	
	Support	
	Support	
	Support	
	Support	
	Support	
	Minibus Driver	
	First Aider	
<b>STAFF COVER CHECKED WITH COVER MANAGER</b>	Staff already out (initials):	
	Cover Manager Signature:	Date:

<b>Head of Dept / Year</b> (HoD/HoY must discuss trips with SLT Link)	Head of Dept / Year Name:	Head of Dept / Year Sign:	Date:
<b>AHT for Personal Development</b> Agreed in principle	ZCO Signature:		Date:
<b>SLT / Headteacher</b> Agreed in principle	SLT Name:	SLT Signature:	Date:
<b>SLT Comments</b> (PP, SEND, arrangements for pupils remaining in school)			

**PTO to confirm what is required for the pack**

**Included in this pack for sign off:**

Risk Assessment Name	Included? Y or N
All Educational Visits	
Coach Travel	
Minibus Travel	
Accommodation	
Museums	
Threat of Terror	
Theatre	
Walking / Road Crossing	
Indirect Remote Supervision	
Other RAs – Please detail	

Letter for parents to have the following considered:	
What?	Tick when included
Dates & Times of Event	
Agenda	
Payment Details / Payment Schedules	
PP information (Separate letter if necessary)	
Collection Times and Locations / Walk or Collect	
Behaviour Expectations	
If rewards trip – criteria for selection	
Clothing and Footwear requirements	
Refund or non-refund information	
Details of further information evenings etc...	
Microsoft Form to collate student information: Name / Form / Medical Details / Emergency Contact Name & Number / Collection or Walk when home / Behaviour agreement	

**On Plumsun**

**Submitted**

**Plumsun Authorised / Plumsun Not Authorised / EVC Authorised**

## FORM B - PLANNED EDUCATIONAL VISIT - COST SHEET

TRIP	
DEPARTMENT TO BE CHARGED	
TOTAL STUDENTS	
TOTAL STAFF	
TOTAL ASSISTED PLACES	

**ALL COSTS MUST BE EXCLUSIVE OF VAT – Trip Leader to keep all quotes obtained**

TRANSPORT: Coach/Rail/Plane Fares/Minibus (minibus costs: 50p per mile)	
INSURANCE COSTS	
REFRESHMENTS / MEAL COSTS	
ACCOMMODATION COSTS	
EQUIPMENT HIRE	
MISC. EXPENSES	
CONTINGENCY COSTS (please specify)	
<b>TOTAL COST (exc. VAT)</b> Excessive profit must not be made	
<b>COST PER PUPIL</b>	

This sheet when approved will be submitted with Trip Planning form A to SLT for authorisation. If the trip is chargeable then both SLT and the Business Manager need to authorise.

As a cashless school all payments must be via Wisepay. Payment schedules etc... should be discussed and agreed with Finance before publishing in parent letters.

Business Manager SIGNATURE:.....

DATE:.....

HEAD TEACHER SIGNATURE:.....

DATE:.....

## Appendix 2: Parental Consent Form for Residentials and Trips Abroad

### Parental Consent for a School Visit

Details of visit to:.....

From (date/time):.....

To (date/time):.....

I agree to.....(name) taking part in this visit and have read the accompanying information provided. I agree to my child participating in the activities described, and I will explain to my child that I expect them to behave in accordance with the school behavior policy/contract, to wear a seatbelt whilst using motor transport when fitted and abide at all times with safety instructions.

Please confirm that your child can swim 50 metres in open water unaided by any bouyancy device. Yes/No

Medical information about your child

- a) Any medical conditions requiring medical treatment, including the administration of medication? YES/NO  
If yes give details below;
- b) Please give details of other medical conditions that may need monitoring by staff during the visit and/or whilst engaged in activities below; (e.g. Allergies)
- c) Please give details of any dietary requirements below;
- d) Has your child ever been immunised against tetanus? Yes/No.  
If Yes date of last injection.

If your child has recently been exposed to an infectious disease or had a recent illness or accident requiring medical attention they should be examined by a Doctor and a letter stating their fitness to participate obtained.

### Emergency Contacts

#### Parents

Name	
Address	
Work Telephone	
Home Telephone	
Mobile Telephone	

#### An alternative emergency contact

Name	
Relationship to child	
Address	
Work	
Home	
Mobile	

#### Family Doctor Details

Name	
Address	
Telephone	

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

Signed:.....

Date:.....

Full Name (capitals):.....

This form is based on detail from the DfES document, Health and Safety of pupils on Educational Visits



## 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 [insert member of staff] 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.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found [insert location].

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
- [Add more points as needed]

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 without the permission of pupils and staff
- [Add more points as needed]

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

**Signed:**

**Date:**

