



Crosslee Community Primary School

Educational Visits Policy

Changing Lives in Collaboration – Together We Make the Difference

Last amended: September 2024

Last reviewed: September 2024

Document Control	
Supersedes	Educational Visits Policy prior to November 2021
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Responsibility	<ul style="list-style-type: none"> • Trustees and the Executive Principal have a responsibility to ensure a policy is in place • Headteachers have a responsibility to ensure the sharing of the policy to all relevant staff.

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2. Aims and scope

As part of our commitment to be a nurturing school we will offer a range of opportunities within our curriculum for children to build self-esteem, resilience and aspirations, as well as a positive view towards health and self-respect to support their mental health.

We actively promote Fundamental British Values in our school to ensure young people leave school prepared for life in modern Britain. Pupils are taught to regard people of all faiths, races and cultures with respect and tolerance. They are taught to understand that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law.

As a Rights Respecting School we uphold the articles from the United Nations Convention on the Rights of the Child. Children's rights are at the heart of our ethos and culture, to improve well-being and to develop every child's talents and abilities to their full potential.

Trips, visits and learning off-site comprise an essential part of the school curriculum at CLIC Trust. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning and to build their experience of the local and wider world.

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 art galleries, museums and other cultural and educational institutions
- Sporting activities including swimming
- Adventurous and recreational activities
- Residential trips organised by the school

3. 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](#)

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.

4. Roles and responsibilities

4.1 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 governing board to approve residential trips of more than 24 hours

4.2 The educational visits co-ordinator (EVC) The headteacher 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 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

4.3 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
- Know the photo permissions in the trip they are leading and make certain that photos are only taken on school devices.
- Make sure staff are capable and able to fulfill their roles at all times while responsible for pupils and others

4.4 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 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

4.5 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

4.6 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

4.7 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.

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

5. Planning and preparation

The decision on whether or not a visit will take place will be made by the headteacher, and will be based on factors including:

- Educational purpose and value
- Timing in the school year and any potential clashes
- Cost
- 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, 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

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 governing board.

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.

5.1. 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 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 to ensure the safety of all staff and pupils.

Additional needs risk assessments may be carried out to ensure the safety of all staff and pupils (see **appendix 2**).

6. Risk assessment

We will carry out a full risk assessment at least 1 week before the start of all trips.

This will be completed using the trip risk assessment template in **appendix 2**, and approved by the headteacher (the EVC).

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 headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher and a copy taken on the visit.

6.1 Staff ratios and first aid

Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Nursery - 1:4

- Reception - 1:5
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:10
- Adventurous activities -1:10
- Residential visits – 1:10

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, at least 1 qualified paediatric 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.
- 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

6.2 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.

6.3 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.

7. 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 3** for our volunteer code of conduct for educational visits which will include 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.

8. 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 notification on Parent Pay or a letter, 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
- 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.

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.

We will always get consent before taking 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.

9. 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.

1 member of staff will always accompany a pupil seeking medical treatment. Staff have off-site access to Medical Tracker for children's individual medical information.

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 review, 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.

10. Charging and insurance

We will follow our school's charging and remissions policy at all times. [Charging Policy](#)

Parents/carers will be asked to make voluntary contributions to educational visits.

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.

11. Residential visits

The headteacher, together with 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 2 weeks 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
- 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
- Accommodation options and arrangements
- The names of staff attending

12. Review

This policy will be reviewed every 2 years by the Educational Visits Co-ordinator. At every review, the policy will be shared with the local governing committee.

13. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging policy
- Behaviour policy and antibullying policy
- Safeguarding and Child Protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- SEND policy
- Equality policy, objectives and accessibility

Appendix 1: proposed visit planning information

Checklist to be completed prior to completing a risk assessment for a trip:

Item	Date completed
Dojo communication with parents with details of the trip, including reminder to make voluntary contribution on parent pay - 2 weeks prior to the trip	
Kitchen have been informed of packed lunches - 2 weeks prior to the trip	
School business manager has been informed of any petty cash/ card payment needed for the day of the trip - 2 weeks prior to the trip	
Phase leader and DHT informed of adults needed for the trip and any cover needed arranged - 1 week prior to the trip Ratios: <ul style="list-style-type: none"> ● Nursery - 1:4 ● Reception - 1:5 ● Years 1 – 3 - 1:6 ● Years 4 – 6 - 1:10 ● Adventurous activities -1:10 ● Residential visits – 1:10 	
Copies of any emergency medical plans have been obtained and attached to the risk assessment - 1 week prior to the trip	
Individual risk assessment for any identified children and attached to the risk assessment - 1 week prior to the trip	
Have you obtained any risk assessment from the provider/location of the trip. To be attached to school risk assessment.	
Day prior to the trip, the trip leader to meet with all adults to be discussed and shared: <ul style="list-style-type: none"> ● Arrangements and timings of the trip ● Risk assessments (printed for every person on the trip) ● Individual risk assessments (printed for every person on the trip) 	

<ul style="list-style-type: none"> • Trip specific risk assessments • Medical plans (printed for every person on the trip) • Logistics e.g meeting points, sharing of phone numbers, maps etc 	
Check parental consent for trip (Parent Pay) and speak to parents about any outstanding consent - 48 hours before trip	

Proposal and Initial Approval Form (EV)

Establishment / Service Name:-

Proposed visit to

Purpose of visit and or objectives:-

Date and Time of Departure:-
Date and Time of Return:-

Group Information

<u>Young Persons</u> Age Range Number of Young Persons	
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<u>Adult Supervision</u> Number of Staff	
---	--

<u>Names, relevant experience, qualifications, specific responsibilities of staff with the group</u> Group Leader: First aider(s):
--

<u>Existing knowledge of places to be visited</u>

--

Itinerary

--

Transport Arrangements

<u>Mode of Transport to be used on each leg of the visit</u>

Commercial Provider to be used

Name
Address and telephone number

Proposed Costs and Financial Arrangements

--

Group Leader

Name	Signature	Date

Initial Approval

EVC / Headteacher / Head of Service

Name

Signature

Date

VISIT PLANNING CHECKLISTS

You only need the checklists that apply to the type of visit you are planning. Tick any boxes on the checklist that you might need to think through for your visit.

(All references in square brackets [] are to paragraphs in HASPEV)

1. Individual/group procedures

There is a clear rationale for who is included in the visit [87, 107]	
School records have been checked to verify any individual pupil needs	
Parental consent forms are checked for further individual needs [114]	
Relevant individual issues are discussed with the insurers [150]	
Pupils and parents understand the code of conduct for the visit [88,119]	
Contact details for parents during the visit are known [120-122, 224]	

2. Travelling procedures (HASPEV Section 6)

Passports/Visas [214-218]	
All transport providers accredited by the LA, to ensure safety standards [124,126]	
Transfer procedures (between coach/ferry, comfort stops) [97]	
Food and litter	
Head count procedures [81]	
Lost pupil/staff procedures	
Transport delay/breakdown	
Late arrival	
Medical procedures, including travel sickness	
Stops on route	

3. Accommodation

Sharing accommodation with others	
Floor plan of accommodation	
Grouping of pupils for accommodation	
Grouping and location of staff	
Fire drill and emergency evacuation – secondary exits	
Signing in and out	

Security and assistance at night	
Location of any local hazards (busy roads, crime "hot spots")	
Pocket Money arrangements	
Emergency funds	

Appendix 2: risk assessment template

This is a generic trip risk assessment which identifies the common hazards and risks. Before undertaking the activity, Group Leaders must adapt this template and make an assessment of any risks which are specific to their particular visit, venue or children. This must include the risk assessment for travel by coach, bus or foot and any risks during the journey. This risk assessment can be used alongside the venue risk assessment.

Trip name _____
 Year group/class _____
 Date of trip _____
 Group Leader _____
 Date risk assessment completed _____
 Signed by EVC _____
 Date shared with staff _____

Hazard	Persons at Risk	Control Measures	Actions	Date Completed
Exposure to weather – cold, heat, strong wind, over exposure to sun, ice, snow	Children Staff	<ul style="list-style-type: none"> • 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 accordingly 	Provide clear information re suitable clothing and equipment to Children and parents	

Pupil lost or separated from group, inadequate supervision	Children	<ul style="list-style-type: none"> ● Ensure supervising staff are competent and understand their roles ● Supervisory ratios are in line with LA policy ● Plan and use suitable group control measures (e.g.buddy system, large groups split into small groups each with named leader, coloured caps etc.) ● Discuss itinerary and arrangements with pupils ● Briefing to all on what to do if separated from group <p>Head counts by leaders particularly at arrival/departure points and when separating/reforming groups</p>	Plan supervision before visit and brief staff and Children	
Illness or injury	Children Staff	<ul style="list-style-type: none"> ● 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/head of service and parents 	Check first aid certificates are current Check medication brought by Children	
Special needs of specific pupils – medical,	Children Staff	<ul style="list-style-type: none"> ● Obtain information from parents ● Take advice from SENCO if appropriate <p>Make necessary arrangements for individual children</p>	Use recommended parental consent form	

behavioural, educational		<ul style="list-style-type: none"> including individual risk assessment and additional staffing as necessary 		
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc.)	Children	<ul style="list-style-type: none"> 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	
Leaders' own children	Pupils Other children Staff	<p>(If staff (teachers or volunteers) families join the group, pupil supervision must not be compromised)</p> <ul style="list-style-type: none"> Staff children are similar age to group and supervised with pupils or separate supervision arranged 	Consider before staffing agreed	
Below is for local visits by foot				
Traffic	Children Staff	<ul style="list-style-type: none"> Avoid busy roads if possible Supervision on pavements, roads and especially crossing of any fast roads at pre planned points Children briefed re hazards and behaviour required Group to walk on pavements 	Planning of visit and pre-inspection of route	

Slips trips and falls	Children Staff	<ul style="list-style-type: none"> • Pre-inspection of route • Consideration of wet or icy conditions • Appropriate footwear worn 		
Abuse by public	Children Staff	<ul style="list-style-type: none"> • Children to remain in small groups at all times • Competent supervision 		
Children lost or separated from group	Children	<ul style="list-style-type: none"> • Pupils to remain in small groups at all times • Supervision planned especially at key points • Frequent head counts • Emergency procedures for emergency e.g. lost pupil 		
Below is for trips by coach				
Traffic Accident	Children Staff	<ul style="list-style-type: none"> • Ensure coach used meets LA recommendations – hired from accredited coach company • Coach to have seat belts fitted (1 per child) and staff to ensure that they are used • Appropriate level of supervision • Suitable embarkation points used (e.g. coach park, onto wide pavement) • Close supervision and head counts during any breaks in journey and getting on and off coach 		
Service station and other breaks in journey	Children	<ul style="list-style-type: none"> • Brief Children re purpose and timings of stops • Children advised how and where to contact staff 	Plan supervision before visit and brief staff and Children	

<p>Traffic Being left behind or separated from group Abuse by public Slips trips and falls Travel Sickness</p>		<ul style="list-style-type: none"> ● Children instructed to remain in groups of twos or threes (buddy system – each responsible for a named other) ● Reminders re moving traffic ● Careful headcounts before departure ● Children’s’ medical information available and parental consent for administration of medication 		
<p>Below is for trips by public transport</p>				
<p>Buses, trams, trains, underground Vehicle involved in traffic accident Busy roads and traffic Being left behind or separated from group</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> ● Journey is planned and assessed – key risk points identified ● Careful supervision particularly in crowded areas and entry, exit and change points ● Frequent head counts ● Large groups divided into smaller groups each with leader(s) ● Children know their group and leader ● Emergency plan in place ● Children briefed where they are going and what to do if separated from group ● Reminders re moving traffic ● Children medical information available and parental consent for administration of medication 	<p>Planning</p>	

Abuse by public Slips trips and falls Travel sickness				
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ADDITIONAL NEEDS RISK ASSESSMENT FOR AN OFF-SITE TRIP OR VISIT
for _____ in Year _____

PLACE OF VISIT : DATE OF VISIT :	LEAD ORGANISER: STAFF ATTENDING :	DEPARTURE TIME: RETURN TIME:
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Aspect Considered in addition to that on group risk assessment	Identified Needs / Potential Hazard	Action(s) to be taken	Named Staff to action	Tick when actioned

I have read and I agree to the above risk assessment. Please print name, sign and date this document.

Class or Form Teacher / Group Leader:	Signature:	Date:
SENCO/Lead:	Signature:	Date:
1-2-1 TA:	Signature:	Date:
Parent / Carer:	Signature:	Date:

Appendix 3: volunteer behaviour and code of conduct (including parent 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 the trip leader _____ 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 below.

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

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
- Use mobile phones in the presence of pupils
- Comment about any trips or visits on social media

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

Signed:

Date:

Crosslee Community Primary School Parent Code of Conduct



We are a nurturing, supportive and inclusive learning environment. We are proud of our children and we depend on the entire school community to help us support them in their learning and to become future citizens.

We are very fortunate to have supportive and friendly parents and carers who recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for life.

The purpose of this code is to set expectations to all parents, carers and visitors about expected conduct to ensure a safe and positive school environment for our children.

We expect parents and carers to support our Crosslee values Ready, Respectful and Safe by:

- Being role models to their children
- Use a calm voice
- Be respectful in their speech
- Consider your body language
- Driving and parking carefully and respectfully around the school area for the safety of the children, yourselves and all other road users.

We ask you to contact the school to deal with any issues of concern as soon as they arise. A member of staff will speak with you to discuss and clarify specific events, issues and concerns in order to aim for a positive solution. We will aim to do this as soon as possible but staff may not always be available and you maybe asked to make an appointment for a later date.

Inappropriate parental conduct

In order to support the ethos of our school, we will not tolerate:

- Shouting, using loud voices or displaying a temper.
- Using offensive language.
- Behaviour which could be seen as intimidating, threatening or aggressive.
- Abusive or threatening emails, letters, phone calls or Dojo messages.
- Damaging social media posts relating to the school, children, staff or families in the community.
- Physical harm or threats of violence.
- Swearing or name calling.
- Racist, homophobic, sexist or other hateful language.
- Using tobacco, electronic cigarettes or being under the influence of alcohol or drugs on the school premises.
- Damaging or destroying school property.
- Bringing dogs or other animals on to the school premises.
- Riding electric scooters.

Parents who do not follow the code of conduct will receive a letter informing of their inappropriate parental conduct. Any persistent inappropriate parental conduct will be shared with the Local Governing Committee and the CEO of the CLIC Trust.

Parents and carers are allowed onto school premises by permission of the school; Governors may prohibit an offending adult from entering the school grounds to safeguard our school community. Adverse behaviour may also be reported to the appropriate authorities.