



Educational Visits Policy

November 2023

Reviewed by: Emily Lucas, Educational Visits Coordinator; Josephine Southworth, Health and Safety Lead

Reviewed on: November 2023

Next review: November 2025

Related Policies: Links with other policies: Health and safety policy, Risk Assessment policy, Fees and Financial Information, Positive Behaviour and Discipline policy, Safeguarding and Child protection policy, First aid policy, Supporting pupils with medical conditions policy, Special educational needs (SEN) policy, Equality information and objectives, Accessibility plan

Endorsement

Full endorsement is given to this policy by:

Name: Joel Chalfen

Position: Cambridge Steiner School Trustee

Signed:

A handwritten signature in blue ink that reads "Joel Chalfen".

Date: November 2023

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1. Aims and scope

Cambridge Steiner School recognises the benefits of well-planned educational visits and is committed to provide learning opportunities for its pupils outside of the classroom.

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 DESIGNATED PERSON who is Tina Hobday, Teaching and Learning Lead.

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, and provide a foundation for lifelong learning; 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 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

Please see our [Schedule for Educational Visits](#) for more information.

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](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 DESIGNATED PERSON

The DESIGNATED PERSON is responsible for:

- ❖ Holding the Schedule for Educational Visits oversight in relation to curriculum.
- ❖ Making sure staff, including the Educational Visits Coordinator, have received any necessary training
- ❖ Working with the Board of Trustees to approve residential trips of more than 24 hours

3.2 The Educational Visits Coordinator (EVC)

Emily Lucas is the appointed EVC at our school. Their role is to:

- ❖ Oversee and guide all 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 DESIGNATED PERSON and Board of Trustees when they're approving trips
- ❖ Access the necessary training, advice and guidance
- ❖ Oversee the evaluation of 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 EVC, Designated Person and Health and Safety Officer 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 coordinating 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 Health and Safety Officer (Jo Southworth)

All risk assessments must be signed off by the school's Health and Safety Officer.

The Health and Safety Officer is responsible for ensuring that all incidents and accidents are reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

3.5 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 DESIGNATED PERSON if not on the agreed trip list.
- ❖ 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

3.6 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

3.7 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

3.8 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 see our Positive Behaviour and Discipline Policy (available on the school website) for more information.

4. Planning and preparation

All trips on the agreed trip document are agreed in principle.

The decision on whether or not an additional trip will take place will be made by the DESIGNATED PERSON, 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
- ❖ Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing **ALL** visits, 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
- ❖ 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 DESIGNATED PERSON will seek approval of the Board of Trustees.

Once the risk assessment has been approved by the DESIGNATED PERSON, and the Board of Trustees 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. See Appendix 3.

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 school's risk assessment template which can be found on our shared drive, and in **appendix 2**, and approved by the school's Health and Safety Officer. Existing risk assessments can be found in the Risk Assessment shared drive, or those provided by the destination itself might also be used to support this process.

In the school, there are three common forms of risk assessment:

1. Generic risk assessment. These can be useful in identifying generic risks attached to certain activities or visits.
2. Site-specific risk assessment. Should be used in addition to a generic risk assessment to evaluate risks that are particular to planned activity or visit.
3. Dynamic risk assessment. Whereas generic and site-specific risk assessments are done prior to the visit, a dynamic risk assessment is a continuous process throughout the visit. In simple terms dynamic risk assessment is the result of continually asking the question, "What if.....?"

The purpose of a risk assessment is to:

1. Identify the likely hazards to be encountered
2. Identify those who are at risk
3. Identify how risks can be minimised and managed at an acceptable level by implementing suitable control measures
4. Ensure all accompanying adults are informed of all risks and mitigations

Where a visit is one of a series of similar events it may not be necessary to carry out written risk assessments for every occasion. Provided that the safety management arrangements do not significantly change and no additional hazards are identified due, for example to changing seasons or other factors, one document will suffice.

The risk assessment should identify a member of staff (usually the School Business Manager or another member of College) not on the trip as the key link 'on call' person for the trip in case of an emergency outside of school hours.

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 school's Health and Safety Officer and, where appropriate, third party vendors.

Every risk assessment will be approved by the school's EVC and the Health and Safety Officer, and a copy taken on the visit and another copy left with the EVC and the Health and Safety Officer.

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:

- ❖ Two adults will be present on all trips, including at least one member of staff.
- ❖ For any overnight stays 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 on the school website.
- ❖ 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 safety procedures (Safeguarding Policy, First Aid Policy, School Minibus Procedures Document). 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.

Specific requirements for different types of transport might include:

Staff Vehicles

Members of staff may transport pupils in their own cars as long as the matter has been agreed previously with the Business Manager/Bursar. If using staff vehicles this must be clearly communicated within the trip consent form. If the trip falls under our regular visits a consent form is still needed to transport the children in a personal vehicle. The member of staff should ensure that the safety of children is considered just as if they were being transported in the school minibus. For safeguarding purposes, children travelling alone should always travel in the rear seats of the car. Any staff member transporting pupils must provide the school with a copy of their insurance and valid driving licence. They MUST have Business Use on their insurance. A first aid kit will be available to be placed in the car should this be required. Vehicles should travel in convoy to assist should an issue arise whereby the driver needs to pull over.

Parents' Vehicles

The use of parents' vehicles may be necessary, but should only be seen as a last resort option. Permission for this option should be sought from the Business Manager/Bursar. Parents of child passengers should be notified of the transport arrangements within the trip consent form and be given the opportunity to request an alternative should they have any concerns. On no account should a child be allowed to travel in the vehicle of another parent without the member of staff receiving written confirmation from the child's own parent that they agree to the situation. Parents transporting children must leave their mobile phone number with the school on the Risk Assessment and with the member of staff in charge of the trip. Any parent transporting pupils must provide the school with a copy of their insurance and valid driving licence. Vehicles should travel in convoy to assist should an issue arise whereby the driver needs to pull over.

Use of Booster Seats. Legislation requires the use of booster seats for children under the height of 1.35m, so staff must ensure that any pupils they take in their own car are provided with booster seats should they require them. Staff must also ensure that any pupils transported in parents' cars are provided with booster seats should they require them.

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

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 in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 4** 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 2 weeks before the proposed date of the trip. Communication will be via email, and information provided will include the date, cost, 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
- ❖ How parents will be kept informed of any updates during the trip

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.

Minimum contact from school to parents will be:

- ❖ An email about safe arrival
- ❖ An email with updates about the time of return

Further updates could be given by email from the trip lead, dependant on activity, time and internet access. The focus of all adults on trips is the welfare and enjoyment of the pupils and does not leave much time in the day for record keeping, contact and photos.

The trip lead will share any images taken on the trip once pupils have returned to school as long as there is photo consent. This will be shared by email.

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.

If a parent chooses to withdraw their child from the educational visit, alternative arrangements will be made for the pupil (most likely joining another year group). In such circumstances, pupils are expected to attend school as normal.

We will always get written consent before taking children below statutory school age 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. If the school office is closed the trip leader will contact parents/carers directly.

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

In the 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.

All plans and supporting documents for educational visits should be stored on the shared drive.

9. Charging and insurance

As outlined in our school's Fees and Financial Information, parents need to cover the cost of educational visits. The amount charged to the parents will cover the exact cost of each trip. Please see our Schedule for Educational Visits for an indication of the trips and estimated costs for each year group.

The trip leader will be supported by the EVC and/or Finance Office in calculating the costs of the trip. A cover letter with payment information will be sent out to parents at least 2 weeks beforehand. The finance office will issue an invoice for each educational visit with payment due prior to the trip.

The trip leader is normally the treasurer for the duration of the trip. He or she will ensure they have access to sufficient funds to meet any emergencies that can be reasonably foreseen. The treasurer will ensure that all supervisors have sufficient financial resources available when necessary and in the case of an emergency.

Pupils' Pocket Money

The trip leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe. For younger classes this money will be kept centrally and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.

10. Residential visits

The DESIGNATED PERSON, together with the Board of Trustees, 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
- ❖ 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 the EVC and Designated Person. At every review, the policy will be shared with the full Board of Trustees.

Appendix 1: Visit Planning Information - INITIAL FORM

To be completed by the staff member proposing the educational visit, and submitted to the EVC, DESIGNATED PERSON and HEALTH AND SAFETY OFFICER.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

| 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, including: Staffing (both genders?) Volunteers Physical supplies Transportation | | |
| Accommodation options, where needed | | |
| Insurance needed, where applicable | | |
| Risk assessment plans (who to complete, support needed, external) and first aid provision | | |
| Any further considerations | | |

Appendix 2:

Risk Assessment

Location/Activity:

Date:

Context:

Accompanying adults:

Contacts at school:

Journey Details:

| Hazard what/where exactly | Risk Describe risk(s) | Level of Risk (see matrix) | Who is at Risk Pupils/teachers /visitors | Control measures | Level of Risk with control measures in place |
|-------------------------------------|---------------------------------|--------------------------------------|---|-------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |

| Action to be taken | By whom | By when | Date actioned |
|--------------------|---------|---------|---------------|
| | | | |
| | | | |

The **probability of harm** is qualified as:

Unlikely - incident is unlikely to occur, or only in an unlikely combination of circumstances

Possible - reasonable to believe an incidence may occur, but not frequently

Probable - near miss, or incident causing harm has occurred or is likely to occur

The **severity of harm** will be always qualified as:

Insignificant - minor injuries such as cuts and bruises

Moderate - minor injury, but requiring first aid or, health effect reversible on treatment

Serious - serious injury or irreversible damage to health

Severe - fatality, or serious injury to more than one person

Risk Levels = Probability x Severity

| | PROBABILITY | | |
|----------|-------------|-----------|-----------|
| SEVERITY | Unlikely | Possible | Probable |
| Severe | Medium | High risk | High risk |
| Serious | Low | Medium | High risk |
| Moderate | Very low | Very low | Low |

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

The assessor should list below all staff and volunteers who need to read this risk assessment.

I confirm I have read this risk assessment and understand its content and my responsibilities*:

| Name | Signature | Date |
|------|-----------|------|
| | | |
| | | |
| | | |

**If not, please speak to the assessor before signing this document*

Appendix 3: Evaluation Form

To be completed by the Group Leader on return and passed to EVC.

| | |
|---|--|
| Name of Group Leader | |
| Class info (which class and how many pupils) | |
| Trip dates/location | |
| What worked well? What didn't work so well? Would you recommend the trip to a colleague? What might you do differently? <i>Please ensure all your planning documents, letters to parents, risk assessments etc are uploaded to the trips drive to support future colleagues.</i> | |
| Were the pedagogical aims of the trip achieved? | |
| Any accidents / incidents to report? (please ensure these are logged on MyConcern and parents informed where appropriate) | |
| Signed: Print name: Date: | |

Appendix 4: 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 the member of staff organising the trip 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, and remain with the group
- ❖ 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

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

Signed:

Date:

Appendix 5: template letter for parents/carers and consent form

This form is based on the Department for Education’s consent form for school trips and other off-site activities.

Parents and carers should sign and date this form and return it to reception / their child’s teacher.

Trip destination:

Trip date(s) and arrival / departure times:

Purpose of Visit:

Cost:

Itinerary and kit list / further information **attached / to follow.**

I, _____, confirm that I am happy for my child,
_____, to take part in the school trip to **[insert destination]**.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

| | |
|------------------------------|--|
| Contact telephone number: | |
| Additional telephone number: | |
| E-mail address: | |

Alternatively, please contact _____.

Their relationship with the pupil is _____:

| | |
|------------------------------|--|
| Contact telephone number: | |
| Additional telephone number: | |
| E-mail address: | |

The name and contact details of our family doctor are: _____

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Appendix 6: Procedure Checklists

Summary - consent and authorisation

| Type of Educational Visit | Parents Informed | Specific Parental Consent Required | Trustee Sign Off Required |
|---|-------------------------|---|-----------------------------------|
| Low risk activities during school hours (such as local walk, museum trip) | Yes | No | No |
| Any trips requiring a higher-than-normal level of risk assessment during school hours (such as sailing or climbing) | Yes | Yes | No |
| Any educational visit outside of normal school hours - under 24 hours | Yes | Yes | No |
| Any educational visit outside of normal school hours - over 24 hours | Yes | Yes | Yes (at least 1 month in advance) |
| Educational visit - overseas | Yes | Yes | Yes (6 months in advance) |

Checklist for Trip Leader

| Task | Timeframe | Completed |
|--|---|-----------|
| Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers | | |
| Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed | | |
| <p>Complete initial trip form, share with EVC, DESIGNATED PERSON and Health and Safety Officer, and upload to shared drive. Includes:</p> <ul style="list-style-type: none"> ❖ 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 ❖ Add any additional minimum standards, depending on the age of the children | | |
| Draft risk assessment (including identification of colleague to be 'on call' outside of school hours) and send to EVC, Designated Person and H&S officer for feedback / sign off | At least 2 weeks before the start of the trip | |
| With EVC, ensure that finance office is informed of the date of the trip, the list of pupils attending and amount to be invoiced. | At least 2 weeks before the start of the trip | |
| <p>Write to parents: include the date, cost, travel times, destination, purpose of the visit, and the size of the group attending.</p> <p>We will also communicate:</p> <ul style="list-style-type: none"> ❖ 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 | At least 2 weeks before the start of the trip | |

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| ❖ How parents will be kept informed of any updates during the trip | | |
| Staff have received any necessary training | At least 1 week before 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 | At least 1 month before the start of the trip (can take more than 1 month for DBS to come through) | |
| All adults have read and signed the risk assessment | At least 1 week before trip | |
| All necessary permissions and medical forms are obtained | At least 2 weeks before the start of the trip | |
| Complete evaluation form, share with EVC, DESIGNATED PERSON and Health and Safety Officer, and upload to shared drive | Within 1 month of the end of the trip | |

Checklist for trip authorisation

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| Cost (including any potential cost to parents/carers) | In line with costs outlined in schedule of educational visits? Appropriate timeframe for parents to be able to pay / finance office to issue invoices |
| Timing in the school year and any potential clashes | Other trips or events already planned at that time? |
| Educational purpose and value | In line with the schedule for educational visits? |
| Disruption to the normal running of the school | Impact on staffing (ensure subject teachers are asked) |
| Health and safety considerations | |
| Staff-to-pupil ratio | Adequate staffing / volunteers in place |
| Any other factors deemed appropriate and relevant | |