CANBURY SCHOOL

# EDUCATIONAL VISITS POLICY

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**Policy Owner:** P. Rich / D. Strawbridge

**Approved by:** R. Marks and L.Clancy

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## 1. Aims and Scope

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

At Canbury School, we believe that a varied and stimulating visits programme is of great benefit to students' academic and personal development.

**The advantages for students** of such visits are numerous and include:

1. Personal development: To experience other cultures and ideas to broaden horizons
2. Academic enrichment: First-hand experience contributes to the breadth of learning
3. Developing expertise: Playing against sides from other schools can help develop sporting ability.

**The advantages for the school** are also significant. Educational visits:

1. Support our aim of providing a wide range of experiences
2. Play an important role in building mutual respect between staff and students
3. Provide a significant marketing benefit. Many prospective parents explicitly ask about the range of visits available, and the visits themselves can generate much good publicity.

There are, however, **some disadvantages**:

- Some parents who already make huge sacrifices to pay the fees can be under immense pressure not to disappoint their children
- Too many additional visits will have a negative impact on existing ones, as smaller numbers make visits less financially viable
- Any overseas visit, however well planned, carries with it significant risks of accidents or incidents that could reflect poorly on the school
- Even a well-planned programme of visits will inevitably lead to some year groups or students apparently 'missing out'.

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 students. It sets out the roles and responsibilities of staff, students 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
- Mobile phones in schools - Updated 19 February 2026

**3. Roles and responsibilities**

***3.1 Head***

The Head 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 necessary training
- Working with the governing board to approve residential trips of more than 24 hours.

***3.2 The educational visits co-ordinator (EVC)***

Mrs D Strawbridge 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 Head and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

***3.3 Trip Leader***

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 students and staff
- 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, students 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 students and others.

***3.4 Staff***

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Head
- Carry out any required risk assessments and work with the trip leader
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip leader and others, as appropriate.

***3.5 Parents and Carers***

By agreeing that students 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 student that may affect or impact their ability to safely take part in the trip.

***3.6 Volunteers***

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

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

***3.7 Students***

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

Students 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.

Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time, students are representing the school and should do everything in a way that reflects positively on them as well as on their school.

Students, as far as possible, wear school uniforms or PE kit on visits.

**4. Planning and preparation**

The final decision on whether a visit will take place will be made by the Head, 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-student ratio
- Inclusion and accessibility

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

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 Head, 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, a cost or for any trips requiring a higher-than-normal level of risk assessment.

Where activities involve significant risk and prior to completion of the paperwork, checks should be made to ensure the venue is registered, and all appropriate paperwork can be provided.

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 Academic visits in school time***

The academic visits must be carefully assessed by the Head of Department/teacher in the light of the disruption they cause to other subjects. They should have a genuine educational value and/or

academic relevance and benefit. Obvious examples would include Geography and Biology field visits, Modern Languages visits and Work Experience, History visits to the World War 1 Battlefields etc.

There should be no more than one outing per year per subject per year group, unless the Head has given their consent.

***4.2 Non-academic outings or matches in school time***

In general, such outings should not happen during class time. Sports fixtures should be kept after school or during Games lessons.

The normal exceptions to this would be district, county or national events in which it is important for Canbury to participate.

All appropriate paperwork is to be completed for these outings/sporting events.

**4.3 Procedures to be followed for organising all visits (academic, non-academic and sporting events/matches):**

- In most cases approval and final sign off from the Head should be completed within **a month** of the trip happening
- The member of staff organising the event should complete the 'paperwork' on Evolve (This should be done before the trip is mentioned to students)
- The Bursar, Head, Deputy Head, EVC and the Assistant Head Pastoral will review the information submitted for approval.

**5. Inclusion**

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

**SEND**

If a students with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

**Challenging behaviour**

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip to protect their safety and the safety of the other students attending.

We will consider all reasonable options to help the student go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers, so the student can be supervised on a 1:1 basis.

It should be made clear to parents in advance that if a student is sent home for poor behaviour, then parents will be expected to pay for all costs incurred.

After the visit, the group leader will arrange for a debrief of all aspects of the visit soon after returning to school with the Head, Deputy Head, the Assistant Head or the Bursar.

## 6. Risk Assessment

We will carry out a full risk assessment before the start of all visits. This will be completed using the school's risk assessment template, found on EVOLVE and in appendix 1.

The risk assessment is seen by the deputy Head and SENCo and approved by the Head and EVC. Existing risk assessments can be looked at for information (see the EVC for copies) 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 students), 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 Head and, where appropriate, third party vendors.

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

### Drinking Alcohol

Teachers and students are not permitted to drink alcohol when on school visits.

### Smoking

Smoking or vaping is not permitted on school visits.

## 7.Staff ratios and first aid

The following ratios are minimum guidelines; final staffing requirements must be determined by a specific trip-based risk assessment, considering the age, specific needs of the students, and the inherent risks of the planned activities.

On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed student groups) (If all students are over 16, there may be circumstances in which this rule need not apply on a day visit - Seek advice from the Bursar as far in advance as possible)
- At least 1 supervising adult able to administer first aid is present on all trips
- For day visits in this country the number of students should be a minimum of 8 students per staff member depending upon the age of the students and the assessed risk involved in the activity
- A minimum of 6 students per member of staff on non-hazardous visits abroad or on residential visits in this country is the guideline
- Check with the venue their preferred student to teacher ratio
- 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 reception
- 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 students at any time
- The trip lead will take regular headcounts and/or roll calls.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004 will be considered together with the Learning Outside the Classroom Quality Badge Award.

***7.1 Students Left Unsupervised***

If it is intended that students are to be left unsupervised by a member of staff at any stage (e.g. allowed to go shopping or even out in the evening), parents must be informed in writing and in detail prior to the visit that this will be occurring.

Students permitted to operate in small groups during designated free-time blocks must never go off in groups of less than two and must strictly adhere to the designated report-back times. In alignment with the school's mobile phone policy and DfE guidance, our mobile phone-free environment applies by default on most school excursions. There will be exceptions to this when it is deemed necessary for students to have access to their devices for safety reasons, such as in central London for emergency communication and navigation - see section 9 of this policy for further details.

Students should never be allowed to swim or take part in any activity which may cause harm unsupervised.

***7.2 Supervision of Swimming in Swimming Pools***

Staff must ensure that the Swimming Pool is safe. This would include:

1. Are there accurate signs displaying the depth of the pool?
2. Are there lifeguards present?
3. Is there a poolside telephone and an alarm?
4. Is the water clear and regularly tested for cleanliness?
5. Is the water less than 1.5 metres deep? If so, diving must not be permitted.

IF IN ANY DOUBT ABOUT THE SAFETY OF A POOL, DO NOT ALLOW OUR STUDENTS TO SWIM

A member of staff must always remain on the side of the pool. There should be a supervision level of at least 1 teacher to 10 students.

Supervision of swimming in the sea or other natural waters

THIS IS POTENTIALLY DANGEROUS. IT SHOULD ONLY BE UNDERTAKEN IF THE PARTY LEADER GIVES PERMISSION AND IF A TEACHER PRESENT ON THE VISIT HOLDS A RELEVANT LIFEGUARDING QUALIFICATION.

***7.3 First Aid / Medication***

In the case of students who need medication, this will be kept and administered by the First Aider. The level of first aid training must be appropriate to the age of the students and the nature of the activity (e.g. Emergency First Aid at Work, outdoors first aid.

The First Aider will have a copy of individual treatment plans. Some students may need to take precautionary measures before or during exercise and may need immediate access to their medicines, such as asthma inhalers.

Competency of staff to administer emergency medicines should be taken into account when preparing risk assessments for educational visits. (Please see Administration of Medicines Policy).

Parents must ensure their child has a valid GHIC (Global Health Insurance Card) for any school visits abroad.

In hot weather, care should be taken to ensure that students are protected from the harmful rays of the sun and from the effects of dehydration.

The exact circumstances of any accidents, injuries or illnesses must be carefully recorded.

**8. Transport**

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure students, 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.

***8.1 Mini buses***

No one is allowed to drive the school minibus unless they have qualified as a minibus driver. The school will arrange and fund courses in driving mini buses for staff who are involved in visits/outings. A list of approved school minibus drivers is maintained and updated by the Bursar. Please consult this list before arranging transport.

**9. Mobile Phones**

Canbury school operates various levels of access to mobile phone depending on the activity/visit:

1. Students are not permitted to bring devices. The focus is entirely on immersion and physical safety. Examples of this would be local visits and outdoors overnight camping trips.

2. Students bring phones for specific "call home" windows in the evening, but the devices are collected and locked away by staff during activities and overnight.

3. Phones are allowed for taking photos of exhibits, using mapping apps, or scanning QR codes, but social media use is strictly prohibited.

**10. 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.

***11. Volunteers***

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students 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 students 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 2** 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.

The school will determine the required level of safeguarding checks for volunteers based on a written risk assessment before departure. In strict accordance with Keeping Children Safe in Education, any volunteer who is permitted to be left unsupervised with students or given direct responsibility for a group is legally engaged in 'regulated activity'. The school must obtain an Enhanced DBS check with children's barred list information for these individuals before the visit; a standalone barred list check cannot be used. Volunteers on whom no vetting checks have been conducted will never be left alone with students and must remain under the continuous, day-to-day supervision of a staff member who is fully cleared for regulated activity.

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

**12. Communication and consent**

We will contact the parents and carers of students 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, 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
- Student-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 students' 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 (this may be via a Google Form or physical paper form).

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.

**13. 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 student seeking medical treatment.

In the event that a student is unaccounted for, the trip leader will initiate an immediate local search while another designated staff member maintains secure control of the remaining students. The escalation to the school office, the Head, parents/carers, and the local police must be executed immediately based on a dynamic risk assessment. The notification timeline will be triggered immediately if the missing student has an EHC plan, a known medical condition, is classified as vulnerable, or if the environmental setting (e.g., dense urban centers, open wilderness, or near open water) presents heightened safety or extra-familial risks.

All incidents and accidents will be reported to the Head and Bursar.

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.

Always take a School mobile phone on every outing. These can be taken from reception. **Please always ring into school if you are delayed.**

***See Appendix 1 for the procedure following a serious accident or incident on a school visit.***

**14. Charging and insurance**

Parents/carers may be asked to pay for an educational visit that takes place. If so, the amount must be noted on the trip letter/email they will receive.

All visits applications are checked and approved by the Bursar to ensure they are self-financing. If there are any unexpected losses, they should be explained in writing to the Bursar.

Detailed accounts of all school visits must be given to the Bursar within one week after the return to school.

No money held on behalf of the students should be paid into a private bank account, and all monies received should be passed immediately to the Bursar.

The school has an insurance policy which covers all transport and medical needs for all trips. For certain high-risk activities such as Winter Sports, it may be necessary to take out additional insurance. Visit leaders will have details of this and parents can be issued with the details upon request.

Canbury School is committed to ensuring that all educational visits are fully inclusive and accessible. In alignment with our duties under the Equality Act 2010, no student will be excluded from a trip or subjected to a financial penalty due to a disability or pre-existing medical condition.

The school will actively collaborate with its primary insurance brokers to secure comprehensive group travel cover that incorporates pre-existing conditions wherever possible. Where supplementary risk-management premiums or specialised cover additions are required for a specific student, the school will evaluate and implement these as a reasonable adjustment in partnership with parents, ensuring the child's health, safety, and entitlement to a broad experience are preserved.

### *14.1 Surpluses from Visits*

Where possible, large surpluses should be avoided. It is, however, good practice to plan for a small surplus to cover any unanticipated expenditure. Any small surpluses (under £50) can best be dispensed with by buying students a drink/meal on the day/last day. Any larger surpluses should be returned to parents through their accounts (inform the Bursar if this applies).

## 15. Residential visits

The Head, together with the governing board, will approve all residential trips longer than 24 hours. All residential/overseas visits should be planned at least a full school year in advance.

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 further information about the visit 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.

There must be a nominated person who acts as the home-based contact (normally the Head). There should also be an emergency back-up (normally the Deputy Head or Assistant Head).

Before any residential visit, the party leader must arrange a meeting with the school's Designated Safeguarding Lead (DSL) and the other members of staff going on the trip to review safeguarding procedures, and for overseas visits the Co-chair of Governors must sign off the paperwork;

We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

***15.1 Accommodation***

1. For residential visits, always check all allocated rooms on arrival at your accommodation and make sure that there is nothing unsafe and that you have noted anything that is broken, missing or in any way inadequate. Inform the hotel management at once

2. Students MUST be shown Fire Escape routes in hotels and guest houses on arrival

3. Make sure that the students know where to find a member of staff in the night in the case of any emergency

4. Members of Staff must check that all students are in their rooms at the appropriate bedtime.

5. The security of their rooms should also be checked and where there are locks these should be used. If students are sleeping in downstairs rooms, windows should be shut.

***15.2 The Number of Subsidised Staff on Residential Visits***

There needs to be some standard arrangements for this so that the school is confident that:

- Legal requirements regarding supervision and safety are fully met;
- Students are well cared for;
- Staff are able to enjoy the experience, as it is undertaken in their free time;
- Parents are not unduly subsidising unnecessary staff.

In most cases, the travel/activity company gives a standard number of free or subsidised places. (This normally varies from 1:10 to 1:8). This figure should be made clear in writing on the Educational Visit Pack. If the member of staff organising the visit believes that there is a particular

reason for having additional staff, this MUST be cleared with the Head during the planning stage of the trip.

**16. Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Behaviour policy
- Child safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality, Diversity and Inclusion Policy
- Accessibility plan

**APPENDIX 1 - Immediate action to be taken following a serious accident or incident on a school visit**

A copy of the following guidelines must be taken by all party leaders and their deputies.

A serious accident is defined as:

1. "An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury";
2. "Circumstances in which a party member might be at serious risk/have a serious illness;
3. "Any situation in which the press or media might be involved".

Be Prepared

Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

Care of Group in an Emergency

1. Establish the nature and extent of the emergency. Advise other school visit staff of the incident and that emergency procedures are in operation;
2. Ensure safety from further danger;
3. Contact local emergency services immediately and follow their advice;
4. Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

**Communication**

Contact the school (the School Office during working hours or the Head, Deputy Head, Assistant Heads or Bursar at other times - or the emergency contact number)

Be ready to give the following information:

1. Telephone number you are calling from (and an alternative);
2. What happened, including details of injuries;
3. To whom;
4. Where;
5. When;
6. What has happened since.

If a fatality is involved, has this been confirmed? By whom?

Next Steps and General Advice

1. Parents and relatives will naturally be anxious to establish what is happening but **do NOT let party members (staff or students) telephone home** until after you have contacted the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents, the parents of all-party members should be informed;

   Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that "an official statement will be made through the school as soon as possible": Under no circumstances should the name of the casualty be divulged to the media;
2. Do NOT admit liability of any sort to anyone;
3. Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present;
4. Retain any equipment involved in an unaltered condition;
5. As soon as possible keep a written record of all that happens;
6. Be as compassionate as possible with anyone involved;
7. If you change location, remember to let the school / home based contact have the new telephone number at which you can be contacted;
8. You should follow the instructions from the local police/emergency services and, unless they request otherwise;
9. The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition;
10. Keep the party together - if a student has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives;
11. Keep in close contact with the school so that you can decide jointly what the next steps should be.

A copy of these guidelines must be taken by all party leaders and their deputies on the visit.

**APPENDIX 2 - 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 Mrs Strawbridge at the earliest opportunity and withdraw from the trip.

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

This volunteer code of conduct will be used alongside the school's parental contract.

Volunteers agree to:

Remain professional and respectful with staff and students 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 students

Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree **not** to:

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

Engage in physical contact with students 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 student unless previously agreed with staff

Take photographs or record students without the permission of students and staff

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

**Signed:**

**Date:**