Educational Visits

Fitzwaryn School

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Aims and scope

At Fitzwaryn we believe that offsite visits and trips can directly support and stimulate curriculum learning or be provided to help support co-curricular objectives and the general social, and emotional development of the pupils. Children should go on a variety of school visits whilst they are pupils at Fitzwaryn.

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

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning and 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

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
- https://oeapng.info/
- Keeping Children Safe in Education 2026 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

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.

Roles and responsibilities

Executive Headteacher

The Executive Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours (this can be delegated to the Head of School, Deputy Headteacher or Assistant Headteacher)
- Making sure staff, including the educational visits co-ordinator, have received any necessary training

The Educational Visits Co-ordinator (EVC) in conjunction with the Executive Headteacher/Head of School and the Trip Lead will:

- 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 leadership team when they're approving trips
- Access the necessary training, advice and guidance
- Review and approve all risk assessments completed by the Trip Lead
- Oversee the evaluation all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip Lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Ensure the correct procedures are followed for the trip and that the trip is approved by the Head of School/leadership team and all risk assessments are approved by the EVC
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Ensure there are sufficient staff and volunteers to support the trip and assign staff and volunteer roles, as needed and ensure there is a First Aider on the trip
- 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

- Complete any necessary risk assessments for pupils, activities and venues and ensure Plan B's are in place for foreseeable scenarios (i.e. a member of staff becomes ill during the trip).
- 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, risk assessments (for staff) and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

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:

- Read and understand all risk assessments
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and safety as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

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

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

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
- Where possible, take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip lead.

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.

Planning and preparation

The decision on whether or not a visit will take place will be made by the Head of School (or Deputy Headteacher) and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Notice (if there sufficient time from the request to when the trip is planned for it to be planned safely and in line with this policy)

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

- Location and travel distance
- Clear itinerary for the trip
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessments 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 Head of School will seek approval of the CEO.

Once the risk assessment has been approved by the headteacher, and the CEO 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.

Safeguarding

The school's Child Protection and Safeguarding Policy and procedures will always apply on educational visits. Staff, volunteers, and instructors involved with the visit must have an Enhanced DBS check and have suitable safeguarding training. All staff are responsible for safeguarding and promoting the welfare of pupils during educational visits.

Inclusion

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

SEND

All pupils will have the same support that is available to them during the school day.

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

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

Challenging behaviour

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

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

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 (see Appendix 2), and approved by the EVC or headteacher.

Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the EVC or headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the Headteacher, logged on the school's system.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

At least 1 supervising adult able to administer first aid is present on all trips

- At least 1 qualified paediatric first aider is present on all trips where applicable
- At least 2 adults trained to administer pupils' medication 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

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.

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.

All venues should be investigated before a visit. Where possible this should include the trip lead visiting the venue to ensure their risk assessment is well informed. Where a site visit is not possible, the trip lead should make every effort to check the suitability of the venue and planned activities through the company's website or by contacting them directly via phone.

Staff are encouraged to take advantage of nationally accredited provider assurance schemes, Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge
- Adventure Activities Licensing Authority (AALA) licence
- Adventuremark
- National Governing Body centre approval schemes

  - If an organisation does not hold a LOtC Quality Badge, the following will be considered in making a judgement if they are an appropriate organisation to use
  - Their insurance
  - That they meet legal requirements
  - Their health and safety and emergency policies
  - Their risk assessments
  - Control measures
  - Their use of vehicles
  - Staff competence
  - Safeguarding
  - Accommodation
  - Any sub-contracting arrangements they have
  - That they have a license where needed

Parents and Carers as Voulnteers

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 to our visitor code of conduct for educational visits. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

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

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

Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit with plenty of notice before the proposed date of the trip. Information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent as we will have gained overall consent at the point of admission. 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 associated medical insurance cards.

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.

In the case of a pupil being unaccounted for, the police will be called followed by the Executive Headteacher.

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.

Charging and insurance

We will follow our school's charging and remissions policy at all times.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional and will not affect pupils' ability to take part fully in the trip.

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.

Residential visits

The Executive Headteacher, together with the CEO, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds 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.

Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection and safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- Equality information and objectives

- Accessibility plan

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the headteacher.

Fitzwaryn School
Educational Visit Proposal Form

Please complete and submit to head teacher for approval prior to further planning.

Destination -			Trip outline			
Date of proposed trip		Time of departure		Time of arrival back to school		
Purpose of visit / Learning objective						
Type of visit (please tick)	Day Trip		Residential		Visit abroad	

Brief Itinerary:

Times	

Transport arrangements: – please include the name of any transport company - If using the school minibus, please follow school procedures.

Students invited:

Name	Special Arrangements

Staff requested:

Name	TA / Teacher	Reason	Minibus Driver	First Aider	M / F

Costings	
Proposed cost to parents/carers	

The visit detailed is provisionally approved subject to detailed risk assessments being approved prior to the trip. Bookings can now be made.

SIGNED ……. Headteacher
Date ……..

SIGNED ……. Leader
Date …….

Appendix 2: risk assessment template

Risk Assessment

Once completed a copy of this form must be sent to the headteacher for authorisation

Department: **Site:** **Date of trip/activity**:

Location or Address:	Date assessment undertaken:	Assessment undertaken by (PRINT name):
Activity or Situation:	Review Date:	Signature:

1. Task	2. Hazard & Outcome(s)	3. Risk Groups	4. Control Measures in Place	5. Level of Risk			6. Additional Control Measures Required	7. Level of Risk			8. Action Plan Required
				L	M	H		L	M	H	

AT RISK GROUPS

A: Staff B: Support Staff C: Children D: Parents E: Public F: Contractors G: Other Agencies

9. Action Plan/Close Out	Allocated Person	Complete	Date
		Yes ❑ No ❑	

RISK CALCULATOR

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of likelihood and severity such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

Likelihood x Severity = Risk

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 to 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 to 40%	The event could occur at some time.
3	Moderate	41 to 60%	The event will occur at some time.

4	Likely	61 to 80%	The event could occur in most circumstances.
5	Very likely	81 to 100%	The event will occur in most circumstances.

MEASURES OF LIKELIHOOD (PROBABILITY)

MEASURES OF SEVERITY (CONSEQUENCE)

LEVEL	**DESCRIPTOR**	**DESCRIPTION**
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption
2	Minor	Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage.
3	Serious	Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.
4	Major	Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.

5	Fatalities	Single or multiple deaths.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

Fatalities	**5**	**10**	**15**	**20**	**25**
Major	**4**	**8**	**12**	**16**	**20**
Serious	**3**	**6**	**9**	**12**	**15**
Minor	**2**	**4**	**6**	**8**	**10**
Negligible	**1**	**2**	**3**	**4**	**5**
SEVERITY	**Very Unlikely**	**Unlikely**	**Moderate**	**Likely**	**Very Likely**
	LIKELIHOOD				

Low Risk	Acceptable - Monitor
Moderate Risk	Acceptable - subject to guidance. See Guidance Paragraph 10.2
High Risk	Unacceptable. Activity must not proceed.

List the relevant employees who need to be informed of this risk assessment

(Employees to sign when they have read)

Name	Signature	Name	Signature
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Where more the 14 employees need to be informed how will this be done? i.e. class or morning briefing

How will you ensure that this has happened? i.e. complete tick sheet to confirm it has been read

Monitoring arrangements: (e.g. Before each use/occasion, during handover/staff meeting/weekly/monthly/annually during site inspection etc.) Review date/frequency:	
Name of Assessor: Job title: Date of Assessment:	Signed (Headteacher): Name: Date:

Risk Assessment Guidance

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance all pupils in Trust schools will have special educational needs (SEN), and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment.

- Generic risk assessment template can be found in appendix 3 of this policy.
- COSSH risk assessment template can be found in appendix 4 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of at the end of this period.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the headteacher.

7. Links with other policies

This risk assessment policy links to the following policies:

Health and safety

First aid

Supporting pupils with medical conditions

Educational Visits (EVC)

Introduction

This guidance document is designed to assist in the completion of a Risk Assessment form

Guidance

Within the Risk Assessment (RA) process, the terms 'suitable and sufficient', 'significant risks' and 'reasonably practicable' are mentioned frequently.

- To be '**suitable and sufficient**' the RA must identify all 'significant risks', all those exposed to the risk, the controls required to manage the risk and be current. Compliance with the RA guidance should ensure that RAs are 'suitable and sufficient'.

- '**Significant Risks**' – Whether or not a risk is significant is subjective. However, as guidance, the Lead Officer should consider a risk significant if they feel that the arising controls should be formally captured within a written safe system of work

- When considering if a suggested control is '**so far as is reasonably practicable**' consideration should be given in the form of a balanced judgment between risk and cost (cost, in terms of resources, money, time and effort) i.e. low risk Vs high costs is not reasonably practicable.

Ref/ Section	**Section/Guidance**
	Details of Risk Assessment
	Describe the overall title of the location/description of activity or equipment to be assessed. Describe the particular element of the overall activity. If the scope of the RA needs to be further clarified, you may add a short statement detailing the method of work.
1	**Task**
	Break the activity down into each task for example "Alighting from an Appliance". You can expand the form to as many task descriptions as necessary.
2	**Hazard and Outcome(s)**
	A "hazard" means anything with the potential to cause harm, for example chemicals, electricity, working at height etc. Identify each hazard associated with the task.
3	**Risk Groups**

	Identify who is exposed to the hazard, enter the letter(s) from the picklist at the bottom of the form – **A:** Staff **B:** Support Staff **C:** Children **D:** Parents **E:** Public **F:** Contractors **G:** Other Agencies
4	**Control Measures in Place**
	Detail generic control measures that would be expected to be in place within the school or Trust
5	**Level Of Risk**
	Use the descriptions on the **'Risk Calculator tool'** to work out the likelihood and the severity of harm taking into account the generic controls/precautions taken. Alternatively, format the table cell to reflect the colour code for the level of risk.
6	**Additional Control Measures Required**
	Specify control measures over and above the generic controls described under reference number 5.
7	**Level of Risk**
	Use the descriptions on the Risk Calculator tool to work out the likelihood and the severity of harm taking into account the additional controls/precautions taken (residual risk). Optionally, format the table cell to reflect the colour code for the level of risk.
8	**Action Plan Required**
	Where additional control measures are identified an action plan must be created to close out (section 9.)
9	**Action Plan/Close out**
	Refer to section 9. Include here details of any additional control measure(s), who is nominated to close out, date completed.
	Additional Descriptors/Information

10	**Risk Level Flow Chart**
	Following the completion of the risk assessment form (RA1) and the risk value with existing controls are established, the **'Risk Level Flow Chart'** can be followed to help decide what action is required.
10.1	**Low Risk** If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonably practical'**
10.2	**Moderate Risk** Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced '**so far as is reasonably practicable'** and must be reduced to a minimum commensurate with the needs of the task.
10.3	**High Risk** High risk activities must not proceed.

Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school.

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

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff

- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

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

Signed:

Date: