



CHIEVELEY PRIMARY SCHOOL **BE FUTUREPROOF!**

EDUCATIONAL TRIP POLICY

JULY 2026

Date of review	Reviewed by	Signature(s)
July 2026	Headteacher, SLT, FGB	

Educational Visits Policy

Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

1. Aims and scope

At Chieveley Primary we believe that off-site visits and outdoor learning provide first hand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles, as well as complementing classroom learning and enriching the curriculum.

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.

Through our policy for off-site visits, we aim to:

- Enhance and enrich curricular and recreational opportunities for our pupils.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our children as learners to enable them to grow and develop in new and varied learning environments.
- Set out the procedures by which off-site activities are planned, conducted and reviewed at the school, ensuring that they are organised and run in compliance with guidelines provided by the Local Authority (LA)
- State the responsibilities of the Governors, Headteacher, Educational Visits Co-ordinator and Group Leaders.
- Detail the preparation that must be undertaken before, during and after any educational visit.

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

- Pupils educated off-site including in alternative provision

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 2023](#)
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.
- National Guidance: <https://oeapng.info/> o LA supplementary guidance: EVOLVE

3. Roles and responsibilities

3.1 Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours
- Sharing any safeguarding concerns with the trip lead and/or EVC.

3.2 The educational visits co-ordinator (EVC)

The School has a named Educational Visits Coordinator (EVC). The EVC attends any statutory training required. The EVC is aware of any visits organised from the school and ensures that they are planned, conducted and reviewed in accordance with this policy. The EVC must become and remain aware of any new legislation or LA requirements regarding Educational Visits.

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 Headteacher 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 lead

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

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including 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
- Ensure all safeguarding updates have been considered in collaboration with the DSL

3.4 Staff

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

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

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

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 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

- It is not usual to place parent volunteers with their own child unless they are accompanying a child with additional needs as part of an individual risk assessment.

3.7 Pupils

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times. The school reserves the right to remove access to a trip as a consequence for behaviour.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the EVC 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

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

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

See **appendix A** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the Headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate residential visits after their conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

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

SEND

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

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

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.

5. Risk assessment

Off-site activities carry elements of danger and risk. The 1974 Health and Safety Act requires “employers” to do all that is reasonable to ensure the health, safety and welfare of employees and non-employees. This includes off-site activities. In the case of Chieveley Primary, the Local Authority is the employer and its Health and Safety policy must be followed when planning any form of off-site activity. Copies of this are available in the Main Office in school; the school will ensure that all visits are planned, conducted and reviewed in accordance with it.

Common Law expects people acting “*in loco parentis*” to take the same care as a reasonable and careful parent would. This duty is continuous during any visit or off-site activity and cannot be delegated.

In addition, there is a higher duty of care on teachers and other professional staff as a consequence of the greater knowledge they are assumed to have of children and specified activities. The level of judgement expected of staff is related to that individual’s knowledge, experience and training.

- We will carry out a full risk assessment at least 2 weeks before the start of all trips.
- This will be completed using the Evolve risk assessment templates (both step 1 and step 2), and approved by the EVC and the Headteacher. Existing risk assessments which can be accessed through EVOLVE 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. This includes downtime, overnight supervision and be dynamic throughout the visit.
- Risk assessments should also cover risks associated with transport to and from the destination including parental drop off/pickup.
- Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.
- Trip leads will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third party vendors.
- Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy left with the office

Although some paperwork is required in order to record and communicate the decisions made, risk management should be largely a common-sense process centred upon competent staff. It should focus on significant risks, not trivial ones, and it should not become a restrictive and onerous bureaucratic exercise. Post-visit evaluations should be used as part of risk management including, if necessary, the use of the incident reporting tool on EVOLVE can be used to record concerns or near misses so that these are also shared with the Hampshire Outdoors.

5.1 Staff ratios and first aid

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

- At least 1 supervising adult is present (see appendix B for ratios)
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS trips at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

There may be rare occasions where it is necessary for a small number of agreed school staff to transport pupils using private vehicles. This should be agreed in advance with the Headteacher

unless an emergency. All staff should complete an agreement to drive checklist which is available on Evolve and should be renewed annually.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have been approved by Hampshire Outdoors.

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 C** 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, volunteers will be drawn from PTA or governing board where DBS checks have already been carried out.

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 before the proposed date of the trip. Communication will be via letter or 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
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

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

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

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached if the trip extends beyond the school day.

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 follow the directions on the yellow emergency card available through EVOLVE and contained within first aid kits. 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.
- Templates for reporting incidents are available on EVOLVE.

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

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 15 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 EVOLVE evaluation, to include steps that can be taken in the future to avoid similar incidents. Where appropriate there is a clear process for evaluating visits and trips once they have been concluded through EVOLVE.

9. Charging and insurance

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

The school will ask for a voluntary contribution to the costs of educational visits whenever necessary. Where residential visits are voluntary, parents/carers must pay the full cost. However, costs may be amended at the discretion of the school - visit expenses may be subsidised by external bursaries where these are available.

Under the West Berkshire fair funding provision, insurance cover is provided to the school for all approved school journeys without prior notification.

10. Residential visits

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

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 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

11. 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 policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

12. Exceptional Circumstances Requests for Off-Site Activities and School Trips

Purpose

The school recognises that, in exceptional circumstances, a parent/carer may request additional safeguarding considerations or adjustments relating to a pupil's participation in an off-site activity, educational visit, residential visit, or school trip. This procedure sets out how such requests will be managed fairly, consistently, and in accordance with the school's safeguarding duties, risk management procedures, and educational visits policy.

Submission of Requests

Parents/carers wishing to make an exceptional-circumstances safeguarding request must submit their request in writing to the Headteacher.

Requests should:

- Clearly explain the exceptional circumstances and safeguarding concerns.
- Include any relevant supporting information or documentation.
- Specify any adjustments, restrictions, or arrangements being requested.

Except in unforeseen or emergency situations, requests should be submitted no later than **10 school days before the date of departure**. Requests received after this deadline will be considered where reasonably practicable, but the school cannot guarantee that alternative arrangements can be explored or implemented.

Receipt and Initial Review

The Headteacher or senior leader will acknowledge receipt of the request within **three school days**.

The EVC will undertake an initial review and determine whether the matter requires consultation with:

- The Designated Safeguarding Lead (DSL);
- The Headteacher;
- The visit leader;
- Relevant pastoral staff;
- Other professionals involved with the child, where appropriate and lawful to do so.

Assessment and Decision-Making

Exceptional-circumstances requests will be assessed jointly by the Educational Visits Coordinator and the Designated Safeguarding Lead. Where the circumstances are particularly complex or involve significant safeguarding considerations, the final decision will be made by the Headteacher.

In reaching a decision, the school will consider:

- The welfare and best interests of the child;
- The safety and wellbeing of all pupils and staff participating in the visit;
- The school's safeguarding responsibilities;
- The practical and operational requirements of the visit;
- The feasibility of any requested adjustments;
- Equality, inclusion, and non-discrimination considerations;
- Any relevant legal or regulatory obligations.

Documents and Information to be considered

The following documents and information must be consulted where relevant:

- The school's Safeguarding and Child Protection Policy;
- The Educational Visits/Off-Site Activities Policy;
- The visit-specific risk assessment;
- Medical, SEND, behaviour, attendance, or pastoral support plans;
- Existing safeguarding records and risk assessments;
- Advice from relevant external agencies or professionals, where applicable;
- Any supporting evidence provided by the parent/carer.

Communication of the Decision

The school will normally communicate its decision in writing within **five school days** of receiving all necessary information.

The written response will:

- Confirm the outcome of the request;
- Summarise the factors considered;
- Outline any agreed adjustments or arrangements;
- Explain any limitations that prevent the requested arrangements from being implemented;
- Provide information about the opportunity for further discussion.

Where operational timescales require an earlier decision, the school may communicate the outcome sooner.

Further Discussion

Where a parent/carer remains concerned following the decision, they may request a meeting with the Headteacher and/or Designated Safeguarding Lead within **five school days** of receiving the outcome.

The purpose of the meeting will be to:

- Clarify the school's decision-making process;
- Discuss any outstanding safeguarding concerns;
- Consider whether any additional information has become available;
- Explore any alternative arrangements that may be reasonably practicable.

The Headteacher's decision following this discussion will be final unless the matter forms part of a wider complaint, in which case the school's Complaints Procedure may be followed.

Record Keeping

The school will maintain a written record of:

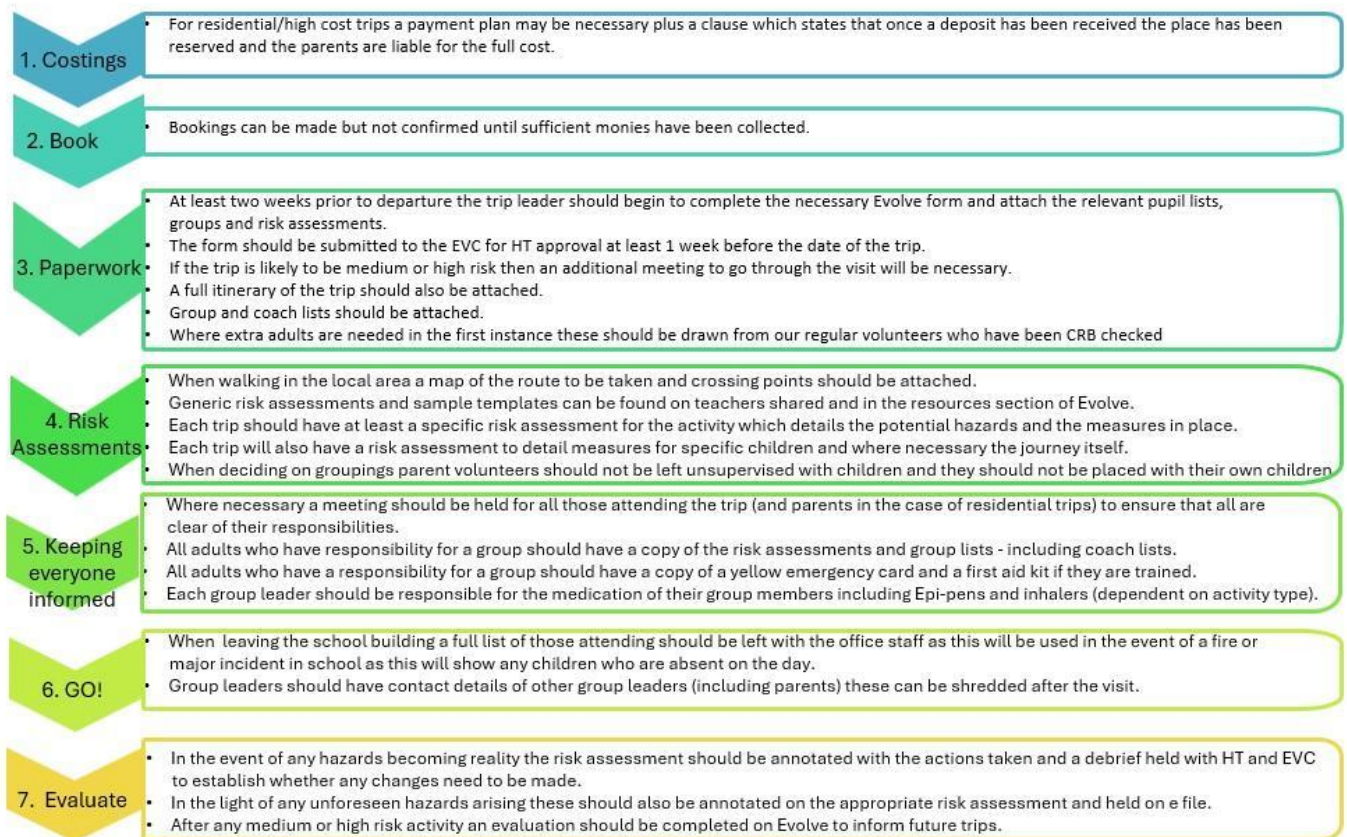
- The request received;
- Any supporting information provided;
- The assessment undertaken;
- Consultations carried out;
- The final decision and rationale;
- Any agreed actions or adjustments.

Records will be retained and managed in accordance with the school's data protection, safeguarding, and records management procedures.

Appendix A - planning and approval

Once you have decided on the educational purpose of your trip and the proposed venue, date and costs discuss your visit with EVC or HT to determine viability.

- All trips require governor approval through HT.
- Liaise with FO and SBM to determine costings before contacting parents to ensure that the trip costs (including any necessary supply/cover costs) will be met.
- Send out letter to parents and carers following proforma to request permission and monies.



Appendix B - Ratios

Expected Ratios for Off-site Visits

Please note the following:

- You should consider all safeguarding requirements in your staffing ratios. This includes supporting mental/physical health and general pastoral care responsibilities.
- Any self- led adventurous activities should reflect the ratios required by the relevant NGB. The ratios below relate to the pastoral care of the group. Ratios required for certain activities may differ considerably. External provider staff do not count in pastoral ratios.
- The ratios below are the minimum requirement. Thought should be given to the individual participants, the visit site, staff experience and competence when planning supervision. If a child has a designated 1:1, this person cannot be counted in the overall ratio. Your risk assessment will help determine the correct ratio for your group and you may also need to consider your establishment Educational Visits policy.
- If you wish to consider a change to the expected ratio, please call Hampshire Outdoors to discuss on 01962 876218 so that we can support your rationale.

- Third party providers e.g., staff at residential centres cannot be counted in your ratio. Establishment staff are responsible for the pastoral care of students at all times.
- Consideration should be given to ensuring that sufficient staff are present to supervise students should an issue develop that takes a single staff member or the Visit Leader away from their role.
- The names of all accompanying adults (including volunteers) should be recorded on EVOLVE.

Activity/Visit	Staffing/Qualification	Minimum Ratio
Day visits that take place in the local area and/or further from school base without an adventurous element (see below)	• An experienced Visit Leader • Qualified and experienced leaders, ideally minimum Outdoor and Visit Leader Certificated • Other responsible adult(s) to support A minimum of 2 accompanying adults is recommended. If there is a lone adult leader, this must be clearly risk assessed.	Reception: 1:6 Key Stage 1: 1:8 Key stage 2 and above: 1:12 For very local and/or low risk visits a higher ratio (maximum 1:20) may be considered for Key Stage 2 and above
Visits in open country, near water, a significant distance away from buildings and/or shelter/away from immediate support Adventurous Activities	• Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated • Other qualified leader(s) • Volunteers and other responsible adult(s) There should be a qualified First Aider for any self-led activity A minimum of 2 accompanying adults is recommended. If there is a lone adult leader, this must be clearly risk assessed.	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12

Appendix C - volunteer agreement

Thank you for volunteering to accompany teachers and pupils on a trip or to assist at a school event; we really appreciate your help.

Code of conduct for Trip/Event Volunteers

You should always: -

- Accept and follow directions from the teacher in charge. Seek guidance through clarification where you may be uncertain of tasks or requirements
- Observe the high standards of behaviour and ethical conduct mandated by the school and any Code of Conducts issued by other involved parties - e.g. School Sports Partnership, trip venue.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and be a positive role model for pupils
- Adhere to all school policies; see list below. For example: Child Protection, Health and Safety, Anti- Bullying, Behaviour Policy etc.

- Maintain confidentiality of personal information at all times, unless there is a need to report something to the teacher in charge. Treat all children and members of staff equally
- Report any incident of poor behaviour to the teacher in charge immediately.
- Dress appropriately and behave in a manner that promotes healthy and safe trip/event practices.
- Observe safe trip practices that avoid unnecessary risks, see risk assessments and information provided by school staff, and apply reasonable instructions given by the teacher in charge. Report any potential hazard to the teacher in charge

You should never: -

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the teacher in charge straight away and he or she will deal appropriately with the situation
- Give or receive gifts. This includes buying gifts/items for pupils from a gift shop during a school trip or at an event (unless the child is your own and only if it is part of the trip/event itinerary). Please note; our trips do not usually include a visit to the gift shop, please read the trip letter for full information
- Use your Mobile Phone during the trip, unless by arrangement with the teacher in charge or in case of an emergency. Do not allow children to use your mobile phone (including your own child)
- Take photographs without the prior permission of the teacher in charge and only with the school camera - see Cameras and Mobile Phones in School Policy
- Swear or use inappropriate language or gestures
- Shout, hit, threaten or manhandle a child
- Discriminate favourably or unfavourably towards any child
- Volunteer to work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement Develop 'personal' inappropriate or sexual relationships with pupils
- Behave in an illegal, improper or unsafe manner. E.g.: smoking or drinking alcohol.
- Behave inappropriately this includes jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, e.g. Facebook and Instagram
- Behave in a manner which may bring the school into disrepute when representing the school

Further Information Safeguarding children and Child Protection

Please note that unless you have a Disclosure and Barring Service (DBS) enhanced check you will not be left alone with children in your care. Please talk to the teacher in charge with regard to toileting and lunch arrangements.

All volunteers are required to comply with the school's various child protection policies - see the list below.

Volunteers with a DBS must bring the original certificate to school. This is standard practice for anyone in regular contact and/or in a position of trust with children. Any criminal convictions must be declared.

The minimum age at which someone can be asked to apply for a DBS check is 16 years old.

Welfare and Safety of Volunteers

Chieveley Primary School makes sure that our activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to a member of school staff during the trip/event. Should you wish to discuss difficulties or report on issues that may arise please speak immediately to the teacher in charge.

Please make sure we have your most up to date telephone details (if your child is a part of our school community, we will use the information contained on the data sheet).

Health & Safety

- Volunteers are required to comply with the school's various health and safety policies, see list below - please see our website to access the policies.
- The teacher in charge will make you aware of any relevant risk assessments, emergency procedures and safety aspects.
- Any potential hazard that you feel might put people at risk of injury or harm must be reported straight away to the teacher in charge, school business manager or head teacher.

Confidentiality

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018; please return any lists containing details of pupils or adults to teachers at the end of the trip.

Volunteers are not permitted to discuss children's or staff members' information or issues with other professionals in the school or outside of school with other parents/guardians or the wider community. Volunteers who break this confidentiality rule will be unable to volunteer again.

There may be instances where volunteers **MUST** pass information to the teacher in charge. These include incidents where a child discloses, he/she is being harmed or is upset in any way. Volunteers are advised not to report this to the child's parents/guardians but to inform the teacher in charge immediately.

Internet use and social networking

Volunteers are expected to adhere to the school's e-safety policy and behave in an ethical and lawful manner with regard to the use of the internet. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your volunteering at this school or any activities which may bring the school into disrepute and/or may cause us to question your suitability to volunteer with children.

Volunteers must not attempt to contact pupils or staff via social media or email, or make arrangements to meet outside of school.

Photography or video film is not permitted by volunteers unless specifically requested by the teacher in charge and a school camera is used.

School policy is that photographs or video of pupils must **NOT** be distributed more widely and photographs of other people's children must not be published online including Facebook.

Equal Opportunities

We do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. Our school promotes the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. All volunteers are required to make a commitment to these policies and treat everyone with respect at all times.

VOLUNTEER AGREEMENT

Volunteers Name I have read and agree to abide by Chieveley Primary School Trip/Event Volunteer Code of Conduct and further information.

I am fully aware of the following policies and procedures and agree to abide by them:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education from the DFE
- Health and Safety Policy
- Behaviour Policy
- Anti-bullying Policy

- Off Site Educational Visits Policy
- Cameras and Phones in School Policy
- Complaints Policy and Procedure
- Equal Opportunities Policy
- Whistleblowing Policy and Procedure
- Data Policy

Please see the school website for policies or go to the office.

Signed..... Date

Please sign/date and return to school