

*The*  
**Sir John Brunner**  
Foundation

# EDUCATIONAL VISITS HEALTH & SAFETY POLICY

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MARCH 2026

Excellence | Belonging | Partnership



## Document Control Sheet

Document Type	Policy
Document name	Educational Visits - Health & Safety Policy
Originator	Director of Estates Elizabeth Davies
Approved by	Foundation Board
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Equality Act 2010 issues fully considered	Considered to be neutral. Applies equally to all staff. No perceived inequalities in the way in which issues may be raised and would subsequently be dealt with.

The Sir John Brunner Foundation  
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# 1 Aims

The Sir John Brunner Foundation aims to ensure that:

- 1.1 Our educational visits have a clear purpose of offering our students unique opportunities to develop their learning and spend quality collaborative time together in a range of different environments. Our educational visits help to promote our values of excellence, belonging and partnership.
- 1.2 All of our students are offered opportunities to learn and widen their experiences outside of the classroom.
- 1.3 The aims and purpose of this Educational Visits Policy is to ensure the health, safety and welfare of our students and staff, and make sure that our visits are available and accessible to all students. It also sets out the roles and responsibilities of staff, students and our volunteers.
- 1.4 This policy applies to activities taking place within and outside of normal academy 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 academy; and
  - trips abroad organised by the academy.
- 1.5 Our values of **Excellence**, **Belonging** and **Partnership** underpin our approach to Educational Visits:
  - **Excellence** in student care, experience and progress
  - A strong sense of **Belonging** with happy, safe and successful students
  - Students feel cared for, known and valued
  - Academies maintain inclusivity and purpose
  - A **Partnership** of students and professionals contributing to their community and the world around them
  - Learning from and supporting each other

# 2 Legislation and Guidance

- 2.1 The health, safety and welfare of all our students and staff remains paramount at The Sir John Brunner Foundation, including those affected by our acts or omissions.

Our Educational Visits Policy is aligned to the following legislation and guidance:

- Health and Safety at Work etc Act 1974

- Management of Health and Safety Regulations 1999
  - DfE Keeping Children Safe in Education 2025
  - DfE Working Together to Safeguard Children 2023
  - DfE HSE Guidance on Educational Visits 2018
  - DfE Charging for school trips
  - Outdoor Education Advisors Panel
- 2.2 Following this guidance ensures due consideration for the health, safety and wellbeing of all those involved, as well as maintaining the quality learning opportunities which educational visits can provide.
- 2.3 All staff need to ensure all guidelines are followed as per The Sir John Brunner Foundation Staff Code of Conduct and all current safeguarding guidance such as 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children' in conjunction with The Sir John Brunner Foundation Safeguarding Policy Statement incorporating Child Protection and Prevent.
- 2.4 The definition of trips or visits deemed to be adventurous are any activities undertaken during the trip which challenge students physically and/or mentally.
- 2.5 The definition of residential trip or visit within this policy refers to those occasions when a trip or visit involves students staying overnight at the location as part of the trip or visit for a period of longer than 24 hours.
- 2.6 The definition of overseas within this policy refers to trips or visits which include travel outside of the UK.
- 2.7 This policy also complies with our funding agreement and Articles of Association.

### 3 Roles and Responsibilities

The **Trust Board** is responsible for:

- ensuring this policy is compliant with current legislation;
- the overall implementation of this policy;
- ensuring this policy does not discriminate and is produced in accordance with the Equality Act 2010;
- ensuring educational trips and visits positively impact students' lives, and teaching and learning;
- ensuring the health, safety and welfare of students and staff remains paramount when taking part in trips and activities;

- as the employer, The Sir John Brunner Foundation ensures that its employees are provided with suitable and sufficient, information, instruction, training and guidance relating to The Outdoor Education Advisers Panel (OEAP);
- the delegated authorisation for all trips, visits and activities deemed to be adventurous, residential or overseas is to the Local Governing Body with prior review and validation by the Director of School Improvement together with the Principal/Headteacher;
- ensuring all Educational Visit Co-ordinators undertake training organised by the OEA every three years;
- ensuring all Trip Leaders undertake Trip Leaders training organised by the OEA;
- ensuring that all staff involved in educational trips have access to professional advice and support.
- ensuring that suitable and sufficient systems and processes are in place to ensure that those who are trained are kept up to date with any changes; and
- ensuring that the training requirements are made clear to all our academies.

The **Local Governing Body** is responsible for:

- approval of any trips or visits which are deemed to be adventurous, residential, (longer than 24 hours) or overseas, in conjunction with the Principal/Headteacher, or the delegated Senior Leadership Team member, and prior review and validation; by the Director of School Improvement in conjunction with the Evolve system.
- reviewing any barriers to disadvantaged students being unable to attend any trips or visits; and
- reviewing both the inclusive and cultural value of students attending the trip or visit prior to communication with students.

The **Headteacher** is responsible for:

- approving staff requests for education visits, or via delegated Senior Leadership Team member, including having authority to approve any educational visit of less than 24 hours;
- making sure staff, including the educational visits co-ordinator, have received the necessary training and it is in date; and
- approving residential trips that are adventurous, overseas or of more than 24 hours following review and validation by the Director of School Improvement.

The **Educational Visits Co-ordinator (EVC)** is responsible for but not limited to:

- overseeing and guide other staff to arrange and organise educational visits;
- assessing the ability of other staff to lead visits and designate a suitable Trip Lead for each visit;
- assessing outside activity providers;
- advising the Headteacher and Local Governing Body when processing the approval of trips;
- accessing the necessary training, advice and guidance;

- considering Equality, Diversity and Inclusion, ensuring that trips and visits are fully accessible for all staff and students;
- evaluating all visits once complete, from planning to the visit itself, and use this to improve future arrangements;
- ensuring Trip Lead prepares and monitors a budget supported by Finance; and
- making sure the Trip Leader reports any actual or potential financial losses to both the EVC and Principal/Headteacher. The Central Finance Team are also able to provide further guidance and support.

Every educational visit will have one member of staff designated as the Trip Lead.

The **Trip Lead** is responsible for but not limited to:

- planning the proposed visit, considering the health and safety risks to students, staff and volunteers;
- assigning staff and volunteer roles as needed;
- making sure the Academy has accurate and up-to-date information regarding the trip destination, to be used in risk assessments;
- making sure the needs of everyone taking part are considered, including the coordination of additional support as required; and
- making sure parents, carers and volunteers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the Academy or a third party;
- The Trip Lead must:
- ensure that children are not to be left with parents, carers or volunteers unattended.
- communicate key details about the visit and all locations to staff, students and parents/carers including roles and responsibilities and expected behaviour; and
- make sure staff are capable and able to fulfil their roles at all times while responsible for students and others.

**Staff** are responsible for but not limited to:

- Staff have a responsibility to make sure all students and staff who take part in educational visits are kept safe and understand the proper way to prepare for trips, as well as how to act whilst taking part;
- Staff are reminded that their own children are not to attend the trip unless as a student at the Academy as per The Sir John Brunner Foundation Children of Staff on site guidance.
- seeking and obtaining approval for Educational Visits from the Principal/Headteacher (and the Local Governing Body where applicable with prior review and validation from the Director of School Improvement) or the delegated Senior Leadership Team member;
- carrying out all required Risk Assessments and work with the Trip Lead; and
- communicating with parents and carers and make sure trips are inclusive of student's needs.

- Staff must ensure that children are not to be left with parents, carers or volunteers unattended;
- to look out for health and safety of themselves and those around them;
- manage student behaviour and discipline as required whilst on the visit;
- **No alcohol** is to be purchased or consumed on trips and visits;
- Ensure that staff follow the Staff Code of Conduct at all times whilst on trips and visits; and
- Share any concerns with the Trip Lead and others as appropriate and in a timely manner.

### **Parents and Carers**

By agreeing the students can participate in Educational Visits, parents and carers agree that they will:

- provide all information required, such as emergency contact details and health/medicine information as required;
- 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;

All personal information gathered for these purposes adheres to The Sir John Brunner Foundation Data Protection Policy and the Data Protection Act 2018 (GDPR Regulations 2018).

### **Volunteers**

Volunteers attending Educational 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; and
- make sure students under their supervision are acting safely and appropriately and raise any issues with staff as soon as possible.

### **Students**

Our Academy Behaviour Policies apply to all Educational Visits. This includes the expectation that students will:

- follow all instructions given to them whilst on the trip;
- dress and behave as expected for the length of the trip; and
- take responsibility for their own safety and the safety of others, reporting any concerns to a staff member.

Students will always be reminded of our behaviour expectations before going on an Educational Visit and be expected to always uphold the Academy Behaviour Policy.

## 4 Planning and Preparation

4.1 The decision as to whether a visit is to take place or not will be made by the Principal/ Headteacher, or the delegated Senior Leadership Team member for those activities deemed to be adventurous, residential or overseas will be approved by the Local Governing Body in conjunction with the Principal/Headteacher following review and validation by the Director of School Improvement, and will be based on, but not limited to, the following factors:

- cost (including any potential cost to parents and carers);
- completion of a budget. This also applies to 'no charge' trips due to any potential insurance costs;
- timing in the academic year and any potential clashes;
- educational purpose and value;
- disruption to the normal operation of the school or college;
- health and safety considerations;
- staff to student ratio;
- inclusion and accessibility; and
- any other factors deemed appropriate and relevant.

4.2 As part of the planning stage, information will be gathered by staff proposing the Educational Visit including, but not limited to, and as per the Evolve system:

- 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 required;
- insurance details;
- Risk Assessments and First Aid provision; and
- ensuring that any space visited e.g. a park, playing field or coach, is kept clean and free from litter during the trip.

**See Appendix A for our Educational Visits Procedure Checklist**

**See Appendix B for Proposed Visit- Planning Information for Trips and Visits deemed to be adventurous, residential (over 24 hours) or overseas**

4.3 Once the Risk Assessment has been approved by the Headteacher, or delegated Senior Leadership Team member, or in the case of adventurous, residential or overseas

approved by the Director of School Improvement, and the Local Governing Body where required, staff will communicate with parents and carers and provide the trip information.

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

4.5 We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience for future trips.

#### 4.6 **Inclusion**

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

Provision for students to attend educational trips and visits should be linked with the Accessibility Plans for the respective Academy.

#### 4.7 **SEND**

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

We will adjust the trip itinerary where necessary, working with parents and 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.

#### 4.8 **Challenging Behaviour**

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

We will of course consider all reasonable options to help the student go on the trip safely.

## 5 **Risk Assessment**

5.1 A full Risk Assessment is to be carried out at least 2 weeks prior, where possible, and details drafted onto the Evolve system.

This can also be completed using the academy's Risk Assessment template

## **See Appendix C for our Educational Visits-Academy Risk Assessment Template**

- 5.2 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 the risk associated with transport to and from the destination.
- 5.3 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.
- 5.4 Trip Leads will raise any concerns or questions about potential risks and safety measures with the Headteacher and/or the EVC and, where appropriate, third-party vendors.

### **5.5 Staff ratios and first aid**

Risk Assessments for each visit will ascertain the safe level of supervision required.

On all educational visits, we will;

- at least 1 male and 1 female supervising adult is present (for mixed student groups)
- at least 1 supervising adult able to administer first aid is present on all trips, with the HSE recommending one first aider for every fifty students on low-risk trips or visits.
- staff should be trained in emergency procedures, including first aid, communication protocols, and how to summon help in an emergency;
- appropriate first aid equipment will be taken on all trips, in accordance with the Academies student illness, accidents and first aid policies;
- all supervising adults will be made aware of any medical issues or allergies at the start of the trip;
- any personal data required to be taken on a visit will be held securely at all times and only shared where it is necessary to do so in the interests of the individual;
- adults without a DBS check will not be left alone with pupils at any time; and
- the Trip Lead will take regular headcounts and roll-calls.

### **5.6 Transport**

Transportation for trips will be organised by the respective Academy with the support of the Central Finance Team and will ensure 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/college site.

### **5.7 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 organisation's 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 is an appropriate organisation to use.

We will have a written agreement in place with each external organisations outlining what everyone is responsible for during the activity.

## 6 Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise 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, where practicable, and asked to confirm their attendance in writing. They will also be asked to sign to confirm they agree with the expected behaviour during the trip/visit as per our Volunteer Code of Conduct.

### **See Appendix D - Volunteer Code of Conduct**

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.

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

## 7 Communication and consent

7.1 We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip, where practicable. 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.

7.2 We will also communicate:

- times and details of travel, including drop-off and pick-up times and location;
- student-to-staff ratios and staff details, where relevant;
- clothing and equipment required, and whether this is to be provided by the Academy; and

- expected behaviour and consequences of students' failure to meet those standards.

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

Because most visits during the school/college 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 provide an opportunity for them to withdraw their child.

Parents/carers will 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.

## **8 Emergency procedures and incident reporting**

8.1 Generally, emergency planning will be defined as planning for:

- serious and unexpected risk;
- serious and life-threatening injury;
- individual going missing; and
- a serious breach of safeguarding

8.2 The Trip Lead will be familiar with these plans for each visit. In the case of an emergency, the Trip Lead or other supervising adult will contact the academy. The academy office or Student Services 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.

8.3 In the case of a student being unaccounted for, the Trip Lead will search the area while another member of staff remains in charge of the other students. In the unlikely event that a student cannot be found within 30 minutes, the Trip Lead will contact the academy who will notify the parents/carers. The Trip Lead will then contact the police and provide them with the relevant information, staying with them to comfort the student when found. The remaining staff and adults will return to the academy with the rest of the students.

8.4 All incidents and accidents will be reported in line with our Health and Safety Policy, including requirements to report to the Foundation, Ofsted, the Health and Safety Executive (HSE) and the academy's Local Authority.

- 8.5 Smaller incidents, accidents and near misses that do not also require external reporting are to be reported through Smartlog. This will also include the completion of a 'lessons learnt' report by the Trip Lead. This will form part of the overall evaluation of the trip or visit.
- 8.6 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 and this will include any lessons learnt, including those for emergencies.

## **9 Charging and insurance**

- 9.1 Each academy will follow the SJBFC Charging and Remissions Policy.
- 9.2 Parents/carers will not be asked to pay for any educational visit that takes place during academy hours, with the exception of some specific trips at Sir John Deane's Sixth Form College. They also will not be asked to pay for any educational visit that takes place outside of academy hours if it is part of the curriculum or a syllabus for a prescribed public examination, or religious education.
- 9.3 Where necessary, academy may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip. If insufficient contributions are received, it may not be possible for the trip to run.
- 9.4 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.

## **10 Residential visits**

- 10.1 The Principal/Headteacher, or delegated Senior Leadership Team member, at the respective academy together with the Local Governing Body will approve all residential trips longer than 24 hours. This will be reviewed and validated beforehand by the Director of School Improvement in conjunction with the Principal/Headteacher.
- 10.2 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 the necessary training;
  - all necessary permissions and medical forms are obtained at least 1 month before, where practicable, the start of the trip; and
  - all adults, including volunteers, have had suitable safeguarding checks, where appropriate, for example, if the volunteer will be in direct unsupervised contact with students-this will include DBS checks.

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

- the dates and time of departure and return to the Academy;
- 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 the Academy Charging Policy (this will include information regarding exemptions);
- clothing and equipment provided, and what students must bring themselves;
- public health requirements, including any vaccinations;
- accommodation options and arrangements; and
- the names of staff attending.

10.4 For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow all Foreign and Commonwealth Office's Overseas travel guidance and foreign travel advice when organising these visits.

## **11 Review**

This policy will be reviewed on a bi-annual basis or following any significant change.

## **12 Links with other Policies**

This Educational Visits Policy is linked to the following policies and documents:

- Health and Safety Policy
- Safeguarding Policy Statement incorporating Child Protection and Prevent
- Academy Safeguarding Policy
- Accessibility Plan
- Equality Diversity and Inclusion Policy
- Behaviour for Learning
- Compliments and Complaints Procedure
- Data Protection Policy
- Children of Staff On - Site Guidance

## **Appendix A: Educational Visits Procedure Checklist**

## Educational Visits Procedure Checklist

**This procedure checklist document is designed to be used for any educational trip or visit which is *not* deemed to be adventurous, residential or overseas.**

### Requesting an Educational trip or visit

**Step 1-** Complete an EV1 Form signed by your line Manager for it to be passed to the relevant SLT member.

#### ***If approved***

**Step 2-** The list of students attending or who have expressed an interest to attend need to be checked by the Academy DSL.

Any students with existing Risk Assessments in place, these will need to be applied to the trip or visit and be required to be adapted to the trip context.

**Step 3-** Complete a budget with the Finance Officer and provide a list of student names where applicable.

*(Even where there is no charge to the students, a budget must still be completed as there will be at least insurance costs. This excludes fixtures where a voluntary contribution has not been requested).*

**Step 4-** Write a letter, firstly checked by your Line Manager and then by a Finance Officer. After this it is passed to the relevant SLT member

**Step 5-** SLT member to pass to Headteacher/Principal's PA for final checks

**Step 6-** *Give instructions to the Finance Team to set up the payment item (send a copy of the final letter), wait for confirmation that it has been set up and then distribute letter*

### Planning an Educational Visit

**Step 1-** Complete Evolve, giving plenty of time for amendments

**Step 2-** Thorough risk assessment and itinerary will need attaching in Evolve

**Step 3-** Submit and wait for approval

**Step 4-** Print Medical List from Evolve (created by adding the student's names)

## **Day of Educational Trip or Visit**

**Step 1-** Ensure an accurate register (hard copy) is given to the Office so they have an accurate register

**Step 2-** Sign all students out at the main entrance if the visit departs during timetabled lessons (this is not applicable at Sir John Deane's Sixth Form College)

**Step 3-** Collect a first aid kit and ensuring it is fully stocked

**Appendix B: Proposed Visit-Planning Information for Trips and Visits deemed to be adventurous, residential (over 24 hours) or overseas**

**Proposed Visit-Planning Information**  
**For trips and visits deemed adventurous, residential (over 24 hours) or overseas**

To be completed by the staff member proposing the educational visit and submitted to the Principal/Headteacher for approval and signature. Once signed, a copy is also to be submitted to the Director of School Improvement as part of review and validation process. A signed copy can then be issued to the Local Governing Body for approval. A fully signed copy is to be provided to the EVC ahead of the trip or visit.

<b>Name of staff member proposing the visit:</b>	
<b>Academy:</b>	
<b>Date of request:</b>	
<b>Response required by (date):</b>	

	<b>TRIP INFORMATION</b>	<b>ADDITIONAL COMMENTS</b>
<b>Destination</b>		
<b>Trip date</b>		
<b>Travel distance</b>		
<b>Length of stay</b>		
<b>Purpose of visit / educational benefits</b>		
<b>Number and age of students</b>		

<b>Transportation options</b>		
<b>Cost breakdown, including multiple options where available</b>		
<b>Price per student</b>		
<b>Cost to Academy budget, after expected parental contributions</b>		
<b>Resources required, including:</b> <ul style="list-style-type: none"> <li>• <b>Staffing</b></li> <li>• <b>Volunteers</b></li> <li>• <b>Physical supplies</b></li> <li>• <b>Transportation</b></li> </ul>		
<b>Accommodation options, where needed</b>		
<b>Insurance needed, where applicable</b>		
<b>Risk assessment plans and first aid provision</b>		
<b>Consideration of equality, diversity and inclusion, including accessibility</b>		
<b>Any additional information</b>		

**To be signed by staff member proposing trip or visit:**

**PRINT NAME:** .....  
**SIGNED:** .....  
**DATE:** .....

**Principal/Headteacher to sign below approving requested trip or visit:**

**PRINT NAME:** .....  
**SIGNED:** .....  
**DATE:** .....

**Review and validation completed by the Director of School Improvement:**

**PRINT NAME:** .....  
**SIGNED:** .....  
**DATE:** .....

**On completion of the above being fully signed, authorisation is made by the Academy Local Governing Body as follows,**

**On behalf of the Local Governing Body we confirm that we authorise the above educational trip or visit:**

**PRINT NAME:**

.....

**SIGNED:**

.....

**DATE:**

.....

## **Appendix C: Educational Visits-Risk Assessment Template**

## Educational Visits-Risk Assessment Template

For educational trips and visits deemed to be adventurous, residential and overseas

<b>Academy Name:</b>	
<b>Date of assessment:</b>	
<b>Date(s) of trip:</b>	
<b>Assessor:</b>	
<b>Trip destination:</b>	
<b>Checked by:</b>	

Each Risk Assessment is to include but not limited to:

- any specific medical issues and/ or allergies for students and staff
- any additional support required
- Risks associated with the travel option
- Safety standards of venue and insurances in place

You may also wish to undertake a preliminary visit to the location to assist in informing your Risk Assessment.

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Students and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	



## **Appendix D: Volunteer Code of Conduct**

## Volunteer Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending Academy trips. Volunteers should read and sign this form, showing that they understand and agree to follow this Code of Conduct while acting on behalf of the Academy. If you feel you cannot agree to this code, please speak to relevant staff members at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the Academy; you may ask to take a photocopy to keep for yourself.

Volunteers agree to:

- Always remain professional and respectful with staff and students
- 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 told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and always demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student as soon as possible

Volunteers agree **not** to:

- Exchange contact details with students unless directed to by a member of staff
- Engage in any physical contact with students unless told to by a member of staff
- Share inappropriate personal information (personal beliefs, religious views, etc)
- 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
- Take photographs or record students without permission of students and staff

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

**PRINT NAME:** .....

**SIGNED:** .....

**DATE:** .....