



**The Viaduct Federation of Schools
Code of Conduct for Visits & Journeys**

Approved by:	Governing Board	Autumn 2021
Last reviewed on:	Autumn 2019	
Next review due by:	Autumn 2023	

Staff & Adults Code of Conduct on Visits & Journeys

- All adults should ensure that they are in a fit and healthy state that enables them to discharge their duties effectively.
- The member of staff taking overall responsibility for the visit must ensure that the safety of the children and supporting colleagues is always the first consideration and that pupil teacher ratios are maintained at all times.
- Clothing should be appropriate for purpose / setting but smart/casual at all times as fitting for a professional, (see dress code).
- All adults must ensure that children on a school visit are directly supervised at all times. If there is an occasion that demands remote supervision, then appropriate measures must be put in place to minimise the likelihood of an incident e.g. children given an opportunity to explore in a museum must return to a certain point within a very tight time scale that is not lengthy.
- All adults should check (take a head count) that the children in their groups are present when moving from one location to another (e.g. the coach to the entrance / when moving between activities etc.
- All helpers who are not members of the teaching staff must be allocated a teacher for support and guidance.
- All staff should exchange mobile phone numbers in order to make contact with colleagues if necessary.
- Adults must not drink any alcohol whilst in charge of a group of children.
- The use of drugs by any adult, other than those for genuine medicinal reasons, is strictly forbidden regardless of whether or not they are in charge of a group.
- Viaduct Federation Schools are non smoking schools and we discourage smoking on residential visits, however, smoking is only permitted on residential visits at appropriate times (after discussion with the trip leader) and never whilst directly supervising or in sight of children.
- Adults should not visit any venues, either themselves or with the children, that is likely to compromise their own safety, or reputation, or that of the children or school.
- All staff members are expected to set the highest standards at all times.

Residential Visits at Home and Abroad

- All staff taking part in a residential visit must make themselves aware of travel details and overnight requirements.

- All adults going on a residential visit for the first time should be accompanied by an experienced adult. Any newly qualified teachers must be with an experienced teacher for their first visit.
- Adults must understand that they have a duty of care at all times during the visit including any incidents that occur overnight.
- The visit leader is responsible for ensuring that any short 'breaks' given to adults must still ensure that there remains an appropriate pupil teacher ratio to ensure adequate supervision. Any 'breaks' must be 'on site'.
- The children must be told where to find all adults in the event of an emergency in the middle of the night and all adults must be willing to support the visit leader as necessary.
- All adults should have their trip file with them at all time with all contact details and group lists.
- All adults on the trip should be aware of the Grave Emergency Procedure and their roles if such an emergency arises.

Code of Conduct for Volunteer Helpers

- We invite parent/volunteer helpers to accompany us on day trips as appropriate. This depends on numbers/ratios required.
- The trip leader or class teacher will brief the parents/volunteers prior to the visit on organisational issues, as well as learning intentions.
- Parent/volunteer helpers may be given the responsibility of a small group of children.
- Parent/volunteer helpers will be given a written list of children in their group.
- Parent/volunteer helpers will be briefed about being fully aware of the whereabouts of each child in their care.
- There will be a First Aider available on every school trip in case of any medical need or emergency.
- If a child presents with challenging behaviour the parent/volunteer helpers will be advised to refer the child immediately to the class teacher.
- As we are non-smoking schools at no time during the journey, or the visit, will parent/volunteer helpers be permitted to smoke.
- Consumption of alcohol or drugs is not permitted on any school visit or journey.
- All adults will return all trip paperwork to the trip leader / school office for shredding after the trip

Thank you for offering to accompany us on our visit – we do hope you enjoy the experience.



Code of Conduct for Visits

- Adults are expected to comply with the school's code of dress. Appropriate clothing for the time of year will be advised.
- No alcohol or drugs (except prescription) are allowed on any visits.
- Adults are expected to use language that is appropriate for the age of the child.
- All staff members are expected to set the highest standards.
- All venues are assessed for suitability by the Senior Management Team
- There is no 'off duty' time on school visits.