



# Educational Visits Policy

March 2018

## DEFINITION

The term "educational visits" refers to: -

**"All academic, sporting, cultural, creative and personal development activities, which take place away from the young persons' school, making a significant contribution to learning and development of those participating."**

## CATEGORIES OF EDUCATIONAL VISIT

- ✚ Visits, which take place on a regular basis and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits, outings etc.
- ✚ One off day/evening excursions e.g. field study trips, theatre visits, and educational visits.
- ✚ Residential visits of one or more nights within the UK or Ireland e.g. visits to residential centres, field centres, Edinburgh.

**The basic principles of Child protection must always be borne in mind when undertaking an educational visit particularly where it includes a residential element.**

The child's welfare must always be paramount and this overrides all other considerations.

All children have the fundamental right to be protected from harm.

Children and young people have a right to be heard, to be listened to and taken seriously.

Where a child or young person has special educational needs, these must be taken into consideration; as such children may be especially vulnerable.

## ROLES AND RESPONSIBILITIES

### The Board of Governors

The Board of Governors should:

- ✚ Ensure that visits have specific educational objectives.
- ✚ Satisfy itself that appropriate risk assessments have been carried out and that appropriate safety measures are in place.

- ✚ Ensure that all arrangements comply with St. Patrick's Primary School's Child Protection and Health and Safety policies.
- ✚ Ensure that the Principal demonstrates how proposals comply with best practice.
- ✚ Assess and approve visit proposals.
- ✚ Contribute to the establishment of an acceptable Code Of Conduct for both leaders and young people.

### **Educational Visits Co-ordinator**

This role will be undertaken by the Principal

The Educational Visits Co-ordinator should be satisfied that:

- ✚ There is an acceptable Code of Conduct for leaders and participants.
- ✚ The visit complies with best practice.
- ✚ A competent Group Leader is selected.
- ✚ Child Protection procedures are adhered to in the planning process, including the vetting of volunteer supervisors.
- ✚ All necessary arrangements and preparations have been completed including risk assessment, before the visit begins.
- ✚ All relevant checks have been undertaken if an external provider is to be used.
- ✚ The Group Leader has experience in supervising young people of similar age and ability to those participating and will organise and manage the group effectively.
- ✚ Where relevant, the Group Leader or one of the leaders is suitably qualified and competent to supervise and/or instruct the young people during activities.
- ✚ The Group Leader has taken reasonable steps to familiarise him/herself with the location/centre where the activity will take place.
- ✚ Voluntary supervisors on the visit are appropriate people to supervise children.
- ✚ The ratio of leaders to young people is appropriate.
- ✚ Proper procedures have been followed in planning the visit.
- ✚ There is adequate and relevant insurance cover.
- ✚ The Group Leader has the address and phone number of the venue to be visited and has a contact name.
- ✚ A school contact has been nominated and the Group Leader has details.
- ✚ The Group Leader, accompanying staff, volunteer supervisors and nominated school contact are aware of the agreed emergency contingency arrangements.

- ✚ The Group leader leaders and nominated contact have all relevant information on the group members.
- ✚ Establish any arrangements which may be required for the early return of individual participants.

### **Group Leader/Teacher In Charge**

The group leader/teacher in charge, appointed by the Principal, is responsible for the organisation and monitoring of the visit. The teacher in charge is responsible for the safety and welfare of the pupils to the Principal and the employing authorities. The teacher is deemed to be "in loco parentis", i.e. he/she must take "such reasonable care of the pupils as a careful parent would take of his/her children, having regard to all the circumstances".

A single member of staff should be appointed or approved by the principal, as group leader.

The group leader, will have overall responsibility for supervision, discipline and overall conduct of the visit, therefore they should be experienced in visit organisations, pupil supervision and health and safety matters.

The group leader has a crucial role to play in the successful and safe completion of an educational visit.

Planning: The following procedure is recommended: -

1. Consult the Principal with details of the planned visit, the proposed activities and supervisory provision.
2. Ensure that all relevant checks have been undertaken if an external provider is to be used.
3. The Principal will consult the Governors initially.
4. Where appropriate, the Principal will inform the EA Armagh Office Board's Legal Department of the proposed visit and ensure insurance is in place.
5. Consult with parents informing them of full details, i.e. aims, activities, duration, cost, insurance cover (where appropriate), etc., and have them complete a permission slip/consent document attached to letter.
6. Complete a Risk Assessment which will be signed by the Principal.

If appropriate, parents should also be requested to give details of any specialist medical attention that their child may require, this information being treated as confidential.

### Staffing:

To assist the teacher in charge, the Principal may appoint other teachers from the school staff to meet the minimum staff ratio. Parents may also play a supportive role in supervision. The minimum staff to pupil ratio is deemed to be 1:10 for Foundation Stage to 1:15 for Key Stages One and Two for general activities. This ratio may be increased, where a larger party is being met and supervised by guides at proposed destination or where there is an extremely low risk to children's health and safety e.g. the cinema.

The Group Leader should:

- ✚ Obtain the Principal's prior agreement before any off-site visit takes place.
- ✚ Appoint a deputy, if appropriate, with the consent of the Principal.
- ✚ Adhere to policy and procedures.
- ✚ Undertake and complete the planning and preparation of the visit.
- ✚ Ensure the ratio of supervisors to young people is appropriate for the needs of the group and the nature of the activity to be undertaken.
- ✚ Clearly define the role of each member of accompanying staff and volunteer supervisor and ensure all tasks have been clearly assigned.
- ✚ Have proper regard to the health and safety of the young people and ensure that adequate supervision is provided at all times.
- ✚ Ensure that the established code of conduct is discussed with the pupils before the trip.
- ✚ Ensure that the established code of conduct is discussed with parents in the case of a residential trip.
- ✚ Ensure that the established code of conduct for both staff and young people is adhered to.
- ✚ Ensure child protection procedures are followed.
- ✚ Ensure that adequate first-aid provision will be available.
- ✚ Ensure that, during the visit, they have up-to-date emergency contact details of;

Base contact

Parents/guardians

- ✚ Ensure that accompanying staff and volunteer supervisors and the school are aware of the emergency procedures.

- ✚ Ensure that the group's supervisors have the details of group members' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- ✚ Ensure that adequate insurance is in place to cover all aspects of the educational visit, including transport.
- ✚ Ensure that where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of: its suitability for the group and its compatibility with the objectives of the visit.
- ✚ Stop any visit or activity where they feel the children are in danger or harm.
- ✚ Regularly review visits/activities.

### **Accompanying Staff**

Accompanying staff should:

- ✚ Accept the authority and follow the instructions of the group leader.
- ✚ Under direction of the group leader assist with the organisation of activities and discipline of the young people.
- ✚ Ensure that the established code of conduct, for both staff and participants is adhered to.
- ✚ Consider stopping the activity and notify the Group Leader, if they think the risk to the health and safety of the group members in their charge, is unacceptable.

### **Volunteer Supervisors**

Volunteer supervisors should:

- ✚ Do their best to ensure the health and safety of everyone in the group, be proactive.
- ✚ Not be left in sole charge of group members except where it has been previously agreed as part of the risk assessment.
- ✚ Follow the instructions of the group leader and other accompanying staff and help with control and discipline.
- ✚ Speak to the group leader or accompanying staff supervisors if concerned about the health or safety of the young people at any time during the visit.
- ✚ Endeavour to ensure that the establish code of conduct, is adhered to.

### **Parents**

Parents should:

- ✚ Sign the permission slip/consent form.
- ✚ Provide the group leader with emergency contact number(s).
- ✚ Provide the group leader with relevant medical details, including any medication currently being taken, in writing (usually by means of the consent form) and any other relevant information (about their child's emotional, psychological and physical health) which may affect their participation in the visit.
- ✚ Talk to their child or children about the Code of Conduct for school trips and outings.
- ✚ Agree the arrangements established for a member of the group returning home due to unforeseen circumstances.

## Pupils

Pupils should:

- ✚ Act in accordance with the established Code of Conduct at all times.

Pupils Must Agree To:

- ✚ Follow our school's Golden Rules.
- ✚ Avoid taking unnecessary risks.
- ✚ Stay close to adults in the group and never wander off from leaders.
- ✚ Follow the instructions of the Group Leader, staff and volunteer supervisors including those at the venue of the visit.
- ✚ Dress and behave sensibly and responsibly- if required wear full school uniform for ease of identification in a crowd.
- ✚ Respect the property of others.
- ✚ Look out for anything or anyone that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.
- ✚ Not undertake any task or activity that they fear or think might be dangerous.
- ✚ Comply with the school's Mobile Phone Policy.
- ✚ Respect the children and adults in their company and at the venue in their words and actions.
- ✚ Be sensitive to local codes, customs and the environment.
- ✚ Remember when they are on any trip, sporting event or event outside the school, they represent their school, family and the community and should endeavour to make them proud.

Any pupil whose behaviour may be considered dangerous to themselves or others or is in breach of the Code Of Conduct may be stopped from participating in future trips and outings.

The establishment of agreed behaviours or a *Code of Conduct* for all those participating in educational visits is an effective basis upon which to ensure the achievement of safe and successful outcomes (See Appendix 5)



## **PREPARING FOR A VISIT**

**It is the responsibility of the appointed Group Leader to ensure the following:**

### **Register:**

A register of pupils taking part in the visit should be prepared, i.e. Name, Address, telephone number.

### **Supervision:**

The necessary supervision should be arranged in line with the school's policy.

### **Communication:**

Parents should be provided with the school's mobile phone number in advance of the trip. The Group leader should take the school mobile phone with him/her on the trip. The Group Leader's personal mobile phone number should not be available to parents.

In the case of a residential trip, all relevant telephone numbers will be given to parents prior to the trip.

The school also has a text messaging service which can be used for reminders, notifications of arrival and departure times, etc.

### **Central Contact Back at School:**

The Central Contact Should:

- ✚ Retain details of the place to be visited, contact personnel and telephone number and mobile number, if appropriate,
- ✚ Retain a copy of the contact details of all the participants' parents/guardians/next of kin,
- ✚ Retain a copy of the contact details of the Principal,
- ✚ Be fully briefed and aware of his/her responsibilities including the action to take in the event of a serious incident (See Critical Incidents Policy).

## **Briefing:**

Guidance should be given to both parents and pupil on:

- ✚ The purpose and objectives of the visit;
- ✚ A description of suitable clothing, footwear, etc;
- ✚ The amount of pocket money allowed;
- ✚ The rules, emphasising the need for good behaviour and for safe practices (Code Of Conduct) while out on the visit, and;
- ✚ The correct procedure to follow if lost or in distress.

## **Initial Visit:**

It is recommended that teachers in charge of groups, which have not used the facilities at the proposed venue, should arrange a personal visit to familiarise with facilities offered.

## **TRIP LEADERSHIP (See Appendices 6 and 7)**

**Before Departure:** The Group Leader in charge should check that:

- ✚ All members of the group have the correct clothing and footwear;
- ✚ All members of the group have lunch with them (if applicable);
- ✚ All equipment required for the visit is loaded;
- ✚ All pupils on the register are present;
- ✚ They have a register with the names and emergency contacts for each child and access to the school mobile phone;
- ✚ pupils with medical conditions have appropriate medication, and;
- ✚ They have a contact number for the Principal or Vice-Principal.

## **Drug, Medicines and First Aid Kits:**

Staff should only administer drugs and medicines supplied by parents under written precise instruction for their use. A basic first-aid kit should accompany the group in the field; in the event of a minor accident the injured person should be given first-aid and provided that the injured person is fit to continue, the visit may carry on. If unfit, help should be sought.

In the event of a serious accident, ensure the safety of the rest of the party, render immediate first-aid then emergency services should be summoned, e.g. ambulance service.

### **Group Management:**

When out in the field the safe movement of the group should be assured by:

- ✚ Ensuring that all children wear their seatbelts correctly on the bus;
- ✚ Keeping the party together under supervision;
- ✚ Waiting to re-form after crossing obstacles;
- ✚ Being alert for potential hazards;
- ✚ Regularly checking the numbers in the group, and;
- ✚ Allowing time for rest in safe places.

### **Road Safety:**

On minor roads without footpaths, children should walk in pairs on the road of the roadway.

In town, children should walk in pairs on inside of footpath, taking due care at road crossings.

KS1 children require a minimum of two supervisors/teachers

Where KS2 children are accompanied by one teacher, the children should be supervised from an appropriate position.

### **Water Safety Precautions:**

Children should not be permitted near deep water

The Teacher/supervisor should closely accompany children in the vicinity of water

### **Farm Visits:**

All farm animals must be treated with caution, particularly where animals and children will be in close contact.

Pupils should be prevented from "playing" on farm machinery.

Potential hazards associated with farms and chemical sprays, grain stores, hay sheds, wells and all items of equipment and machinery including tractors.

On no account should any pupils be allowed to operate any equipment.

Hands should ALWAYS be washed before food is consumed and children should be reminded regularly not to put their hands in or near their mouths before they have been washed.

### **Woods and Forestry Plantations:**

When operating in a forest, the group must stay close together.

Periodic checking of the group numbers should be made.

Stay on recognised pathways and avoid stacked timber and unsound trees.

### **TRANSPORT**

Pupils will travel by bus (Education Authority or appropriate private hire) or by their own parents in their parent's car.

#### **On return:**

Where a group is to return after end of school, the Group Leader must ensure that arrangements are made for all members of the group to get home safely upon completion of the visit.

### **EMERGENCY PROCEDURES**



Emergency procedures must be established by the Group Leader and must be communicated to and understood by all members of the party.

The Group Leader should ensure that adequate First Aid provision is available.

In the event of a pupil being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury is serious the Principal in charge should be contacted. Responsibility for informing relevant authorities rests with the Principal.

If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s), the Principal in conjunction with the governing body should make arrangements for them to do so.

A 'lost' procedure should be known in advance by every member of the group including:

-  Action to be taken if separated from the group or lost
-  Advice on where assistance may be sought

- ✚ Names of personnel and their contact details
- ✚ Notification of safe return.

If any leader has cause to believe that a pupil has been abducted or had absconded the Police must be notified.

## **FURTHER GUIDANCE AND ADVICE**

### EA Armagh Office

3 Charlemont Place ARMAGH Co Armagh BT61 9AX

Tel: 028 3752 3811/028 3751 2200 Fax: 028 3751 2490

e-mail: info@selb.org.uk Emergency Number: 028 3751 2345

### Education Authority

EA Educational Visits Interim Guidance for Schools 2017

## **MONITORING AND REVIEW**

Signed: \_\_\_\_\_

(Chairperson)

Date:

Signed: \_\_\_\_\_

(Principal)

Date:

School trips



**FORMS**

**AND**

**APPENDICES**



# Educational Visits Proposal

**EVP**

Residential Visits within the UK

Name of School/Project	
*Name and address of other school's/projects involved (if applicable)	
Educational objective of visit	
Place(s) to be visited	

Key Stage Group	Nursery	Foundation	Key Stage 1	Key Stage 2	Key Stage 3/4	Post-16
			(4-6 years)	(6-11 years)		(11-16 years)
Tick						

Total Numbers of Young Persons involved	Your School or Youth Centre/Project	Male	Female
	*Other school(s) or Youth Centre(s)/Project(s)	Male	Female



Category of visit	Circle as appropriate				
	3		4		5
Proposed Date(s)	From:	...../...../.....	To:	...../...../.....	Number of Days (incl):
Approx cost per pupil					

Activities to be undertaken:	
------------------------------	--

Staff and other adults involved	Names	Male	Female	School or Youth Centre/Project	Status	Date & Time of attendance

Transport Arrangements:	
Organising Company:	
Agency (if relevant):	
Other	

comments or information:	
Principal's Youth Service Manager's Signature:	Date:
Chair of Governor's/ELB Officer's Signature	Date:

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth centre/project to process and retain the information for the purpose(s) stated.

**Notification of Educational Visit**

To be completed by the Educational Visits' Co-ordinator or Group leader.

Educational objective of visit:

---

---

Place(s) to be visited:

---

---

Group:

---

Numbers of Young people: Male \_\_\_\_\_ Female \_\_\_\_\_

Age Range \_\_\_\_\_ Age Range \_\_\_\_\_

Proposed Date (s):

From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Days (incl:): \_\_\_\_\_

Activities to be undertaken:

---

---

---

---

---

Staff members and other Adults involved:

---

---

Transport arrangements: \_\_\_\_\_

---

Organising company/Agency

---

(if relevant)

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

To be forwarded to:

---

# EV1 Planning Checklist

School/Youth Group

---

Date of visit from \_\_\_\_\_ to \_\_\_\_\_

Venue: \_\_\_\_\_

Group Leader:

---

- |  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. The proposed visit has clear educational objectives.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The nature of the visit has been established.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The target group has been identified.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All the relevant information regarding the proposed educational Visit has been presented to the management e.g. destination, Itinerary, timescales etc.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The management has approved the proposed visit.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:                    |                          |                          |                          |
| ◆ Hazards have been identified   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ◆ People who may be at risk have been identified   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ◆ Evaluation of the risk has been undertaken   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ◆ Additional safety and/or control measures have been established  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ◆ Information has been disseminated to all relevant Persons and appropriate records maintained   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Where residual risks (inherent in all visit(s)) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. The number of leaders in attendance has been agreed:
- ◆ A staff member has been identified as Group Leader
  - ◆ Accompanying staff have been identified
  - ◆ Volunteer supervisors have been identified
  - ◆ Vetting procedures have been undertaken (where necessary)
7. Leaders are made fully aware of:
- ◆ Their roles and responsibilities
  - ◆ The standard of conduct required of them during the visits
8. Young people and parents/guardians have been informed/ briefed and understand the implications of their participation in the visit.
9. Parents/guardians have given their written consent to the young people participating in the educational visit.
10. All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary.
11. The transport arrangements for the group are appropriate for the nature/type of journey(s) planned.
12. Adequate insurance is in place to cover all aspects of the educational visit, including transport.
13. Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:
- ◆ Its suitability for the group
  - ◆ Its compatibility with the objectives of the visit.
14. Where the educational visit involves outdoor or adventurous activities, the Education Visits Co-ordinator and Group Leader are satisfied that:
- ◆ Appropriate management structures and systems are in place in relation to child protection/health and safety.
  - ◆ Staff are competent to provide the activities
  - ◆ All relevant checks have been undertaken to ensure the above are in place.

15. The Educational Visits Co-ordinator has approved the operational arrangements for the visits.
16. Final Approval is obtained, as appropriate.

**Educational Visit Authorisation Form**

To be completed by the Principal/Youth leader-in-charge and forwarded to EA Armagh Office

Please tick as appropriate:

- Category 3                      Residential Visits of One or More Nights within the UK or Ireland
- Category 4                      Residential Visits Outside the UK or Ireland
- Category 5                      Hazardous Activities - residential and non-residential

All procedures have been followed as set out in the EA policy and the following completed forms are attached:

- EVO                      Notification of Educational Visit
- EV1                      Planning Checklist

Signature of Principal/Youth leader-in-charge:

\_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>	
Visit Approved	<input type="checkbox"/>
Visit Not Approved	<input type="checkbox"/>
Reason(s)	
_____	
_____	
_____	



Signed:

.....

Designation:

.....

Date:

.....

# Appendix 1 Consent Form

## TULLGALLY PRIMARY SCHOOL

Date: .....

I consent to my son/daughter\*

.....(Name in full)

Taking part in the educational visit to be held on

.....

I confirm that he/she\* is medically fit to participate:

\*delete as appropriate

Please give details of:

1. Any current medical condition/any medication being taken

.....  
.....  
.....  
.....

2. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements)

.....  
.....  
.....  
.....

3. Emergency contact numbers:

Home: .....

Work .....

Mobile .....

Other .....

I accept the established code of conduct for the educational visit and agree to the arrangements relating to my son/daughter returning home from the visit due to unforeseen circumstances.

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed .....  
(parent/guardian)

Date .....

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth centre/project to process and retain the information for the purpose(s) stated.

# Educational Visits

# Appendix 2

Group Details ..... Date .....

Name	Date of Birth	Gender M/F	Water Activities Yes/No	Medical Conditions (if any)	Special Dietary Needs:	Comments/ Remarks



## Appendix 3

### Educational Visit Incident Record Form

1. Name of School or Youth Centre/Project

.....

2. Name of Group Leader

.....

3. Date, Time and Location of Incident

.....Date

.....Time

.....Location

4. Name and address(es) of witness(es)

(a) .....

(b) .....

(c) .....

5. Please state in your own words what happened including details of names and status of those involved

6. Describe what action was taken (e.g. details of First Aid, police or medical involvement)

Signed: .....Date: .....

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth centre/project to process and retain the information for the purpose(s) stated.

## Appendix 4

### Post Visit Review

Group Leader

.....

Visit to:

.....

Dates ..... To: .....

Please comment on the following:-

Issue	Response
Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	



Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

Other comments:

Signed Group Leader: ..... Date: .....

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth centre/project to process and retain the information for the purpose(s) stated.

## Appendix 5

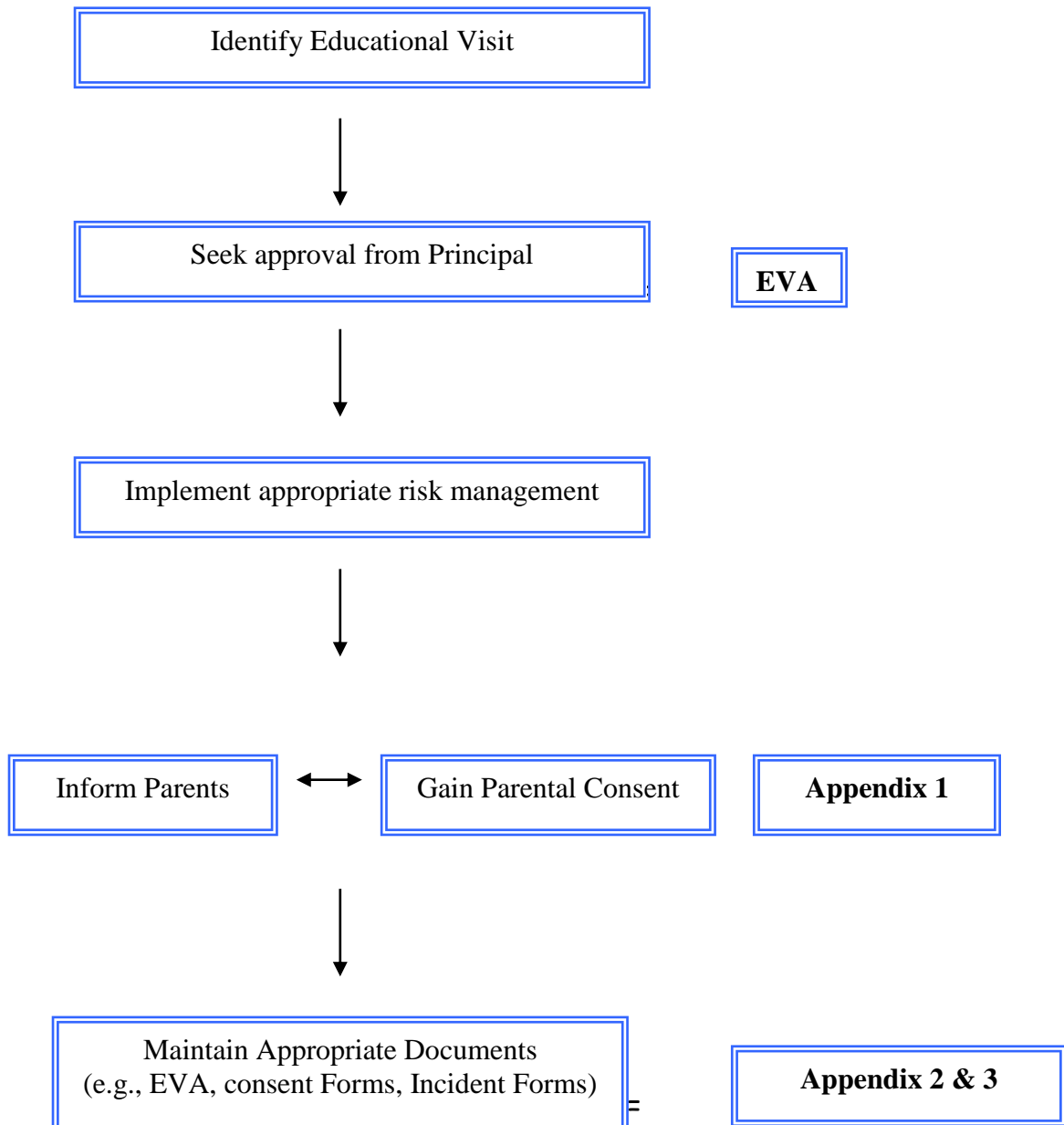
### Code Of Conduct

- ✚ Follow Tullygally Primary School Golden Rules.
- ✚ Always think about your own and others' safety.
- ✚ If you have a problem or if you are worried about something, always tell someone you trust.
- ✚ Avoid taking unnecessary risks.
- ✚ Stay close to adults in the group and never wander off from leaders. If you get lost or separated follow the procedures agreed for such an occurrence.
- ✚ Follow the instructions of the Group Leader, staff and volunteer supervisors including those at the venue of the visit.
- ✚ Dress and behave sensibly and responsibly.
- ✚ Respect the property of others.
- ✚ Do not undertake any task or activity that you fear or think might be dangerous.
- ✚ Comply with the school's Mobile Phone Policy.
- ✚ Respect the children and adults in your company and at the venue in your words and actions.
- ✚ Be sensitive to local codes, customs and the environment.
- ✚ Remember when you are on any trip, sporting event or event outside the school, you represent their school, family and the community and should endeavour to make them proud.

In addition adults will follow the Code of Conduct included in our school's Child Protection Policy.

## Appendix 6

### Regular or one off day-evening excursions



## Appendix 7 Residential Visits

