



## CODE OF CONDUCT FOR VOLUNTEERS ON SCHOOL TRIPS

Thank you for volunteering to support the school on this trip. To make sure you, the children and the staff are happy and safe, we would like you to read and follow the information below.

Any questions please ask. Thank you, Miss Pope

- Volunteers should always behave in a reasonable, responsible and respectful manner.
- Safety of children is always of HIGH IMPORTANCE.
- Volunteers should follow the instructions of the school staff and help supervise the children.
- Please speak to the Teacher in Charge if concerned about the health or safety of the children.
- On trips, volunteers may be assigned a small group of children each to stay with and supervise during the trip (one child per adult for children with special needs).
- Volunteers must ensure that they keep close to their assigned children and watch them at all times.
- Volunteers must ensure that they keep together as a group.
- If bus travel is included, volunteers should help children put on seat belts and sit on the aisle side of a bus seat where possible.
- If walking, please walk on the outside of the children so they are close to the inside of the path and not near the road.
- Parent volunteers will not be left in sole charge of the children, nor should they accompany any child to the toilet other than their own child.
- First Aid will be administered by trained school staff.
- Smoking, vaping, drinking alcohol and use of illegal drugs is not allowed during any school visit.
- Volunteers should ensure the security of their own personal belongings.
- Volunteers cannot take any photos on their mobile phone.
- Mobile phones to be kept out of sight at all times. If you need to make or take a phone call, please discuss with class teacher first as someone will need to supervise the group of children.
- The school has the right to refuse any volunteer from participating in the visit/trip, whose involvement may be considered to be a danger to him/herself or to the group.

Thank you for your cooperation and supporting the children at Westfield. Without your help, trips could not happen.