



Lantern ACADEMY

'Where every child shines.'

Education Visits Policy 26/28

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy will be shared for information purposes with the Governing Body in April 2026

It is due for review in *January 2028* (up to 12 months from the above date).

Signature _____

Date _____

Headteacher

Signature _____

Date _____

Chair of Governors

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1. Aims and scope

The Academy's approach to educational visits aligns with the Ofsted Education Inspection Framework, ensuring safeguarding and curriculum intent, implementation and impact are securely met.

Educational visits constitute a fundamental component of the Academy's curriculum offer. They provide purposeful, high-quality learning experiences that broaden pupils' horizons, enrich their cultural capital, and extend learning beyond the classroom environment. At Lantern Academy, it is our expectation that all pupils will engage in a broad and balanced programme of educational visits throughout their time with us. These opportunities are designed to enhance curriculum delivery, promote personal development, and ensure equitable access to learning experiences that support pupils' academic, social, and cultural growth.

For our youngest pupils, educational visits will primarily take place within the immediate local area to ensure age-appropriate and accessible learning experiences. As pupils progress through the academy, visits will increasingly involve travel further afield, enabling them to access a wider range of curriculum-enhancing, real-world learning opportunities. This programme of visits may also include residential experiences, during which pupils stay overnight to further develop independence, resilience, and social skills.

Educational visits are defined as any learning activity arranged by, or on behalf of, the Academy that requires pupils to leave the Academy premises. All such visits must be formally authorised by the Headteacher or an appropriately designated member of staff.

Educational visits provide an essential means of enriching and extending the curriculum. They broaden pupils' educational experiences, promote social and cultural development, and support the acquisition of important life skills. Such experiences contribute to the cultivation of independence, resilience, and curiosity, laying the foundations for lifelong learning. Educational visits therefore form an integral part of the Academy's commitment to supporting pupils' academic achievement and personal growth.

This policy outlines the Academy's procedures for planning, approving, and managing educational visits. It sets out the measures in place to ensure the health, safety, and wellbeing of pupils and staff, and confirms our commitment to ensuring that all visits are inclusive and accessible to every child. The policy also defines the roles and responsibilities of staff, pupils, and volunteers in relation to the organisation and conduct of visits.

This policy applies to all educational activities that take place both within and beyond normal academy hours, including those organised during weekends and school holiday periods. These activities include, but are not limited to:

- Visits to places of interest within the local community
- Day visits to museums, galleries, cultural sites, and other educational institutions
- Sporting fixtures, tournaments, and physical education events
- Adventurous or recreational activities, whether on-site or off-site
- Residential visits organised and overseen by the Academy
- Legislation and guidance

1.1 Legislative and Statutory Framework

This policy is informed by, and complies with, the Department for Education (DfE) guidance on *Health and Safety on Educational Visits*, as well as the following legislation and statutory documents:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education (2025)

1.2 Relevant sections of this policy are also aligned to the statutory requirements set out in the Early Years Foundation Stage (EYFS) Framework. In addition, this policy complies with the Academy's funding agreement and Articles of Association.

Roles and Responsibilities

2.1 Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, and holding final authority to approve any visit lasting less than 24 hours
- Ensuring all staff, including the Educational Visits Co-ordinator (EVC), have received appropriate and up-to-date training
- Working with the Governing Body to approve residential visits exceeding 24 hours

2.2 Educational Visits Co-ordinator (EVC)

Michelle Skidmore is the appointed Educational Visits Co-ordinator at the Academy.

The EVC is responsible for:

- Overseeing and supporting staff in the planning and organisation of all educational visits
- Assessing the competence of staff to lead visits and designating an appropriate Visit Leader for each activity
- Evaluating and approving external providers and activity centres to ensure suitability and safety
- Advising the Headteacher and Governing Body during the visit approval process, and ensuring that all documentation meets required standards
- Accessing and maintaining relevant training, professional advice, and statutory guidance
- Reviewing and evaluating completed visits, including planning, conduct, and outcomes, to inform the continuous improvement of future arrangements

2.3 Visit lead

Each educational visit must have an appointed Visit Leader, who holds overall responsibility for the safe and effective planning, preparation, and delivery of the visit. The Visit Leader will:

- Plan the visit thoroughly, ensuring that all activities, travel arrangements, and supervision strategies are appropriate and that all potential health and safety risks to pupils, staff, and volunteers are considered and mitigated
- Allocate roles and responsibilities to staff and volunteers, ensuring that supervision arrangements meet statutory and academy requirements
- Ensure the Academy holds accurate, current, and relevant information about the visit destination, including details required for comprehensive risk assessments
- Consider the needs of all participants, including pupils with SEND or medical needs, and ensure any required additional support or reasonable adjustments are identified and arranged
- Provide clear, accurate, and timely information to parents and carers, including details of the visit itinerary, costs, required equipment, and any expectations for pupil conduct
- Communicate key information, including visit objectives, arrangements, roles, responsibilities, and behaviour expectations, to accompanying staff, volunteers, and pupils
- Ensure all accompanying staff and volunteers are competent and confident to carry out their assigned duties and are fully aware of their responsibilities at all times during the visit

First Aid Provision

- Ensure that an appropriate number of first-aid trained staff are present on every visit, taking into account the nature of the activity, the age of the pupils, and the level of risk involved
- For visits involving Early Years children, ensure that all staff with direct responsibility for a group of children hold a current Paediatric First Aid qualification, in accordance with statutory requirements
- For all visits, ensure that suitable first-aid equipment is taken and that all staff know who the first-aid trained personnel are

Adult–Child Ratios

- For Early Years Foundation Stage visits, ensure that statutory Early Years ratios are maintained at all times, both during travel and throughout all activities, including:
 - 1:4 for children aged 3–5 years where no additional staff are present beyond the minimum
 - 1:8 for Reception-age children in maintained school settings, where applicable
- For Key Stage 1 and Key Stage 2 visits, ensure that supervision ratios follow academy or trust guidelines, or are adjusted to reflect a dynamic and risk-informed approach appropriate to the visit type
- Ensure that every member of staff or volunteer is responsible for a clearly defined group of pupils, and that group lists are communicated, accessible, and adhered to at all times

2.4 Staff

All staff accompanying an educational visit share a collective responsibility for safeguarding the welfare of pupils and for ensuring that visits are conducted safely, professionally, and in accordance with academy procedures. Staff must ensure that pupils are well prepared for the visit and that expectations for conduct and safety are clearly understood.

Staff will:

- Seek and obtain approval for all proposed educational visits from the Headteacher (or designated approver), in line with academy procedures
- Complete required risk assessments, working collaboratively with the Visit Leader to identify, record, and mitigate any foreseeable risks
- Communicate effectively with parents and carers, ensuring that all visit arrangements are inclusive and that the needs of every pupil, particularly those with SEND or medical needs, are fully considered
- Maintain the health, safety, and wellbeing of themselves, pupils, and colleagues at all times
- Support the management of pupil behaviour, upholding academy behaviour expectations consistently and intervening appropriately to maintain a safe learning environment
- Report any concerns or issues to the Visit Leader promptly, including safeguarding concerns, incidents, or emerging risks

2.5 Parents and carers

By providing consent for their child to participate in an educational visit, parents and carers agree to:

- Provide all required information, including up-to-date emergency contact details and relevant medical or health information, including medication requirements where applicable
- Complete and return consent forms and any associated documentation promptly, ensuring that the Academy has sufficient time to review information and finalise arrangements
- Communicate any concerns or relevant circumstances that may affect their child's ability to participate safely and fully in the visit, including changes to medical, behavioural, or wellbeing needs

2.6 Volunteers

Volunteers supporting academy visits—including parent and carer volunteers—are expected to uphold the Academy’s standards and contribute to the safety and success of the visit. By agreeing to participate, volunteers commit to:

- Follow all instructions and guidance issued by academy staff and act in accordance with established procedures
- Model appropriate conduct, demonstrating positive behaviour and attitudes for pupils at all times
- Report any concerns, incidents, or issues immediately to the Visit Leader or another member of staff
- Supervise the pupils allocated to them attentively, ensuring their safety, wellbeing, and appropriate behaviour, and promptly informing staff of any difficulties or concerns

2.7 Children

Lantern Academy’s Behaviour for Learning Policy applies in full to all educational visits, both on and off the academy premises. Pupils are expected to:

- Follow all instructions given by staff, volunteers, and activity leaders throughout the visit
- Dress and behave appropriately, in accordance with the expectations outlined for the specific visit
- Take responsibility for their own safety and the safety of others, and report any concerns to a member of staff or designated visit supervisor

Pupils will be reminded of behaviour expectations prior to leaving the academy site and are required to uphold these standards consistently.

For further details, please refer to the Behaviour for Learning Policy.

3 Planning and preparation

The decision to approve an educational visit rests with the Headteacher, Michelle Skidmore, who will consider a range of factors, including:

- Financial implications, including any costs to parents or carers
- Timing within the academy year, ensuring minimal disruption and avoiding clashes
- Educational purpose and curriculum relevance
- Impact on normal academy operations
- Health and safety considerations, including the level of risk involved
- Staff-to-child ratios, ensuring safe and appropriate supervision
- Overall value of the visit, including enrichment of the curriculum and enhancement of wider learning
- Opportunities that raise aspirations and broaden pupils’ experiences beyond what they may otherwise access

During the planning stage, staff proposing a visit must collect relevant information, including:

- Location and travel distance
- Travel and transport arrangements
- A full cost breakdown, including alternative options where applicable
- Staffing, volunteer support, and necessary resources
- Accommodation arrangements, where an overnight stay is required
- Insurance details, where applicable
- Risk assessments and first-aid provision
- Safety measures to reduce or manage identified risks

To support the planning and booking process, a trip-planning checklist is available, outlining required steps and responsibilities.

See Appendix 1: Educational Visit/Experience Checklist.

Approval of Residential and Extended Visits

Where a visit:

- involves activities lasting longer than 24 hours,
- includes an overnight stay, and/or
- requires overseas travel,

the Headteacher will seek formal approval from the Governing Board.

Following approval of the risk assessment by the Headteacher, and by the Governing Board where required, staff will provide parents and carers with full visit details.

Written parental consent is required for:

- any visit taking place outside normal academy hours, and
- any visit assessed as carrying a higher-than-normal level of risk.

All visits will be evaluated upon completion, considering the effectiveness of planning, organisation, safety procedures, and the overall educational value of the visit. Feedback will be used to inform and improve future visit planning and ensure high standards are consistently maintained.

4.1. Inclusion and Accessibility

Lantern Academy is committed to ensuring that all pupils, regardless of background, ability, or individual needs, are able to participate fully in every aspect of academy life, including educational visits.

Arrangements for managing medicines and health conditions during visits follow the DfE statutory guidance “Supporting Pupils with Medical Conditions in Schools (2017).”

Where a pupil has a disability, Special Educational Needs (SEN), an Education, Health and Care (EHC) Plan, or any other identified need, such as medical conditions or allergies, the Academy will provide the same level of support that is available to them during the academy day.

We will make all reasonable adjustments to ensure inclusion, which may include:

- adapting the visit itinerary or programme
- working collaboratively with parents and carers to plan additional support
- allocating additional staffing or specialist supervision
- implementing tailored risk-reduction measures
- Additional or individualised risk assessments may be completed to ensure the safety and wellbeing of all pupils and staff.

4 Risk assessment

A full and comprehensive risk assessment will be completed no later than two weeks before the start of any visit. Risk assessments will:

- be completed using the Academy’s approved risk-assessment template
- be reviewed and authorised by the Headteacher and/or the Educational Visits Co-ordinator (EVC)
- draw upon existing risk assessments from previous visits or those supplied by the destination, where appropriate

All risk assessments are stored securely within the EVC SharePoint folder, accessible to all relevant staff.

Risk assessments will include, as appropriate:

- details of specific medical needs and allergies of staff and pupils
- the role and deployment of additional support staff
- the activities to be undertaken and any associated hazards
- transport-related risks and safeguarding considerations
- Where feasible, staff may conduct a pre-visit assessment of the location to support effective planning, though this is not mandatory.
- The Visit Leader must raise any concerns regarding potential risks or control measures with the Headteacher and, where necessary, with external providers.

A copy of the approved risk assessment must:

- be carried on the visit by the Visit Leader, and
- remain accessible to the Headteacher/EVC at the academy during the visit

4.1 Staff Ratios and First Aid

Risk assessments will determine appropriate supervision levels for each visit. All educational visits must comply with the following minimum standards:

- At least one supervising adult trained in first aid must accompany every visit
- All Early Years Foundation Stage (EYFS) visits must include at least one qualified Paediatric First Aider, and where adults are responsible for small groups of EYFS children, each group must be supervised by a paediatric first-aid trained adult
- Suitable first-aid equipment must be taken on all visits, in line with the Academy's First Aid and Health & Safety Policies
- All supervising adults must be fully informed of any relevant medical needs or allergies at the start of the visit
- Adults without a current DBS check must never be left alone with pupils
- The Visit Leader must carry out regular headcounts and/or roll calls throughout the visit

4.2 Transport

Transport arrangements for educational visits will be organised by the Academy in line with relevant safety procedures and the First Aid Policy. The Academy will ensure that:

- all transport used is safe, appropriate, and compliant with relevant legislation
- children, staff, and volunteers are transported efficiently and safely, with appropriate first-aid provision in place

Unless explicitly agreed in advance with parents and carers, all visits will depart from and return to the academy site.

4.3 Use of external organisations

As part of the planning and risk-assessment process, the Academy will ensure that any external organisation providing an activity meets required safety standards. This includes checking:

- that the organisation holds the Learning Outside the Classroom (LOtC) Quality Badge, where applicable
- Where activities fall within the scope of the Adventure Activities Licensing Regulations (1996), the Academy will ensure that the provider holds a current AALA licence
- where an organisation does not hold the LOtC Quality Badge, further due-diligence checks will be completed in line with DfE guidance

A written agreement will be put in place with all external providers, clearly outlining the division of responsibilities between the Academy and the organisation for all aspects of the visit.

5 Volunteers

Where appropriate, parents and carers may be invited to support educational visits as volunteers, working alongside academy staff to help supervise pupils. In cases where the number of volunteers offering to assist exceeds the number required, the Academy will select volunteers fairly and transparently, taking into account:

- The needs of the pupils participating in the visit
- The context, setting, and nature of the activities being undertaken
- The skills, conduct, reliability, and previous experience of volunteers, including past involvement in academy visits

Parents and carers selected to volunteer will be notified at least two weeks before the visit and asked to confirm their attendance in writing. Volunteers will also be required to confirm their agreement with the Academy's expectations for conduct.

(See Appendix 3: Volunteer Code of Conduct for Educational Visits.)

All volunteers will receive a comprehensive induction from staff prior to departure, which will include:

- Their roles and responsibilities during the visit
- Expected standards of behaviour and conduct
- Procedures for raising concerns
- Emergency protocols and contact information
- The visit itinerary and timetable

Where required by the nature of the visit, for example, where volunteers may, even briefly, be responsible for supervising children without a staff member present, volunteers may be asked to undergo appropriate safeguarding checks, including DBS checks, in line with statutory safeguarding requirements.

Under no circumstances will any volunteer without appropriate safeguarding checks be left alone with pupils or be given sole responsibility for any child.

6 Communication with Parents and Carers

Parents and carers of pupils invited to participate in an educational visit will be informed at least one month prior to the proposed visit date. Communication will be provided via letter and/or email, and will include key details such as:

- the date, destination, and purpose of the visit
- planned travel arrangements, including departure and return times and locations
- the anticipated group size and staffing arrangements

Additional information will also be provided, including:

- details of transport arrangements, drop-off and collection times, and any pick-up requirements
- child-to-staff ratios and any relevant staff qualifications

- required clothing, equipment, or other items, and whether these will be supplied by the academy
- expected standards of behaviour and the consequences of failing to meet these expectations

All personal data collected for educational visits will be processed in accordance with the UK GDPR and Data Protection Act 2018. Medical, contact and passport information will be handled securely and retained only for the duration necessary.

Consent

The Academy follows DfE guidance requiring general consent for curriculum-time visits and specific consent for high-risk, residential, or out-of-hours visits. Where required, written parental consent must be provided by signing and returning the relevant consent form.

As most visits take place during the academy day and form part of the curriculum, written consent is not always required. However, parents and carers will always be informed of the visit in advance and given the opportunity to withdraw their child from participation.

Written consent will always be obtained before taking Nursery-age pupils off-site.

Parents and carers will also be required to provide up-to-date:

- medical information
- dietary requirements
- emergency contact details

For overseas visits, families may additionally be asked to provide:

- passport information
- European Health Insurance Card (EHIC) or UK Global Health Insurance Card (GHIC) details

7 Emergency Procedures and Incident Reporting

The Academy's Business Continuity Plan will underpin planning for educational visits. Emergency planning will follow academy and trust safeguarding protocols and is defined as planning for:

- serious and unexpected risks
- significant or life-threatening injury
- a child or adult going missing
- serious breaches of safeguarding expectations

The Visit Leader must be fully familiar with the emergency procedures applicable to each visit.

Emergency Contact Procedure

In an emergency, the Visit Leader or another supervising adult will contact the academy office immediately. The academy office will then:

- notify parents/carers, where appropriate
- coordinate wider communications
- implement the academy's emergency communication procedures, including changes to travel plans or early termination of the visit

A member of staff will always accompany any pupil requiring medical intervention.

Missing Child Procedure

If a child is unaccounted for:

1. The Visit Leader will initiate an immediate search of the area.
2. Another member of staff will remain with the rest of the group and ensure their safety.
3. If the child has not been found within 30 minutes, the Visit Leader will:
 - contact the academy office, who will notify parents/carers
 - contact the police, providing all relevant information
4. The Visit Leader will remain available to support emergency services until the child is found.
5. Remaining staff and pupils will return to the academy under supervision.

Incident and Accident Reporting

All incidents and accidents will be reported in accordance with:

- the Academy's Health and Safety Policy
- statutory reporting requirements, including where necessary:
- Ofsted
- the Health and Safety Executive (HSE) under RIDDOR

Minor incidents, accidents, or near misses that do not require external reporting will still be recorded internally. These reports will identify lessons learned and steps to reduce the likelihood of recurrence.

Post-Visit Evaluation

Each visit will undergo a structured evaluation process covering:

- the effectiveness of planning
- the management and delivery of the visit
- any incidents or lessons learned

This evaluation will support continuous improvement of the Academy's educational visits programme.

8 Charging, Remissions and insurance

The Academy will operate in full accordance with the Learning Community Trust's Charging and Remissions Policy at all times. Educational visits will comply with the Academy Trust Handbook requirements regarding appropriate insurance cover for staff, pupils, transport, third-party providers and residential visits.

Parents and carers will not be charged for:

- any educational visit taking place during academy hours
- any visit taking place outside of academy hours when it forms part of:
 - the National Curriculum
 - the syllabus for a prescribed public examination
 - Religious Education

Where appropriate, the Academy may request a voluntary contribution towards the cost of a visit. Such contributions are entirely optional (except for residential visits) and no child will be excluded from participating on the basis of financial circumstances.

The Academy will ensure that adequate insurance cover is in place for all visits. This may include, but is not limited to:

- cancellation insurance for external provider contracts
- travel insurance
- accident and medical cover
- cover for loss of luggage or personal items

9 Residential visits

All residential visits lasting longer than 24 hours require the approval of the Headteacher and the Governing Body.

All planning, preparation, and safety procedures outlined in this policy apply equally to residential visits. In addition, the Visit Leader will ensure that:

- All participating staff have received any necessary visit-specific training
- all required permissions and medical forms are obtained **at least one month** before the visit
- all adults, including volunteers, have undergone appropriate safeguarding checks; where volunteers may have unsupervised access to children, this will include a relevant DBS check

Parents and carers will be provided with detailed information at least two months before the start of the residential visit. Information will include:

- dates, departure times, and expected return times
- the full address and contact details of the destination
- planned activities, itineraries, and optional elements
- details of meal provision
- all costs and optional charges, including deposit requirements and relevant exemptions under the Charging and Remissions Policy
- a list of clothing, equipment, and items provided or required
- public-health requirements (e.g., vaccinations)
- accommodation arrangements
- names of staff accompanying the visit

For overseas residential visits, the Academy will ensure that:

- providers hold the LOtC Quality Badge or equivalent recognised accreditation
- travel is planned with regard to the latest Foreign, Commonwealth and Development Office (FCDO) travel and safety guidance

10 Review

This policy will be reviewed every two years by the Headteacher and the designated School Governor. Following each review, the updated policy will be shared with the full Governing Board for information and oversight.

11 Links to Other Policies

This policy should be read in conjunction with the following documents:

- Health and Safety Policy
- Charging and Remissions Policy
- Behaviour for Learning Policy

- Child Protection and Safeguarding Policy
- First Aid Policy
- Supporting Children with Medical Conditions Policy
- Special Educational Needs (SEN) Policy
- Equality Information and Objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) Policy

Appendix 1. Education visit/experience checklist



Education visit/experience checklist

Person Responsible	Checklist for booking an educational visit or experience	Yes/No
Party leader	Discussion with Senior Leader before booking educational visit/experience	
MSt/TM	Check cost of coach	
MSt/TM	Cost of visit/experience calculated and agreed	
MSt/TM	Book coach and visit/experience using school email address	
MSt/TM	Letter to go out to parents	
MSt/TM	Permission slip and money to be collected	
MSt/TM	Let the kitchen know about lunch orders	
Party Leader	Risk Assessment obtained from place to visit/visitors attending academy	
MSk	Risk Assessment written for transport/journey/arrival/departure	
MSk	Individual children's dynamic risk assessment	
MSk	Risk assessments sent to party leader	
Party Leader	Risk assessments agreed by staff taking part in the visit/experience	
Party Leader	Print a copy of risk assessments to take on the visit/experience	
MSt/TM	Phone numbers of parents for children attending	
Party Leader	Collect dinners from the kitchen for those children requiring	
Party Leader	Sort relevant first aid to take on the visit/experience	
Staff attending	Take individual children's medication	
Staff attending	Briefing on the day to children on expectations	
Party Leader	Final head count of children attending/taking part	
Party Leader	Message to let MSk/MSt or TM know arrived safely and when departing	

Appendix 2. Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit, and submitted to the Headteacher/
EVC Lead.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed visit information

	VISIT INFORMATION	ADDITIONA COMMENTS
Destination		
Visit date		
Travel distance		
Length of stay		
Purpose of visit/educational benefits		
Number and age of children		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">➤ Staffing➤ Volunteers➤ Physical supplies➤ Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Medical requirements to be considered		

Appendix 3. Risk assessment template



Educational Visits Risk Assessment

Proposed Activity:

Date:

Party Leader:

Number of children:

Age range:

Likely Hazards	Level of risk	Controls in place	Reduced Risk	Further actions necessary

Trip leader to contact a representative at the Medical information Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them. via text (not WhatsApp) or phone call to confirm safe arrival.

School Number: 01952 951404

Number of children on trip: _____

Adults attending:

Appendix 4. Volunteer Behaviour and Code of Conduct

This Code of Conduct outlines the standards of behaviour expected of all volunteers supporting academy educational visits. Volunteers must read, understand, and sign this document to confirm their agreement to uphold these expectations while representing Lantern Academy.

Any volunteer who feels unable to comply with this Code must inform Michelle Skidmore, Headteacher and Educational Visits Co-ordinator (EVC Lead), at the earliest opportunity and withdraw from the visit.

A signed copy of this form will be retained in the academy office. Volunteers may request a photocopy for their own reference.

This Code of Conduct should be read alongside the Academy's Parental Code of Conduct, located in the EVC SharePoint folder accessible to all staff.

Volunteer Expectations

Volunteers agree to:

- Maintain professional, respectful, and appropriate conduct towards pupils, staff, and other volunteers at all times
- Follow all instructions given by staff promptly and without challenge
- Dress appropriately, considering the nature of the visit and expected activities
- Arrive punctually at the agreed meeting time and remain with the group until formally released by staff
- Remain vigilant to potential hazards and report concerns immediately to a member of staff
- Act responsibly, modelling positive behaviour and attitudes for pupils
- Report any safeguarding, safety, or wellbeing concerns immediately to staff
- Familiarise themselves with emergency procedures, including key contact numbers and designated meeting points

Prohibited Conduct

Volunteers agree not to:

- Exchange personal contact details with pupils, unless explicitly authorised by academy staff
- Engage in physical contact with pupils, except where appropriate in line with safeguarding guidance or necessary to prevent harm
- Share personal or sensitive information with pupils, including personal beliefs, religious views, family circumstances, or relationship status
- Use language that is demeaning, offensive, abusive, discriminatory, or inappropriate
- Smoke, vape, consume alcohol, use recreational drugs, or be under the influence of alcohol or drugs (with the exception of prescribed medication) for the duration of the visit
- Be left alone with a pupil at any time, unless this has been formally agreed with staff and appropriate safeguarding checks have been completed
- Take photographs, video recordings, or audio recordings of pupils without explicit permission from the Visit Leader and in accordance with the academy's safeguarding and data protection procedures

Volunteer Declaration

I have read and understood the Volunteer Code of Conduct for Educational Visits. I agree to comply with all expectations and requirements outlined above and understand that failure to do so may result in my withdrawal from the visit or from future volunteering opportunities.

Signed:

Date:



Headteacher: Mrs M
Skidmore
Chair of Governors: Mrs C
Ballinger

Date

Dear parents and carers

Body of the letter should include

- Visit destination:
- Visit date(s):
- Time leaving and arriving back
- Clothing to be worn
- Cost of experience

Yours sincerely,

Name

I give my child permission to ... on And understand that it is my responsibility to make sure my child is dressed appropriately for the visit and has everything they need with them.

Name of child: _____ Class _____

Name of parent: _____ Date _____

Parents telephone number: _____

My child is entitled to free school meals and will require a packed lunch for the day: Yes ___ No ___

Sandwich choice: (please tick) cheese ___ ham ___ tuna ___ egg ___ with butter: Yes ___ No ___

Please select bread type: baguette ___ wrap ___ bread ___

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.