

Code of Conduct for Parent Volunteers

At St John's C of E Academy, we pride ourselves on the behaviour of our children when on external visits. Members of the public and external presenters often commend the children on their respectful and courteous manner. At St John's C of E Academy, we place a high value on educational visits, fieldwork, trips and tours. All children taking part in such trips are representing the school, as well as themselves and as such, the highest standards of behaviour are expected at all times.

Parent Volunteers are also expected to uphold these high standards, as such The Code of Conduct for Parent Volunteers must be adhered to. This is in line with the SNMAT Code of Conduct for Parents, Carers and Visitors which can be found on the school website. The Code of Conduct for Parent Volunteers ensures that respect for the individual is maintained at all times and that neither peers nor others expose the children to risk of harm.

Safety of children is of PARAMOUNT IMPORTANCE at all times.

Adults should behave in a reasonable manner in all circumstances, so that the personal safety and well-being of those in their care are not jeopardised during the visit. They should speak to the Teacher in Charge if concerned about the health or safety of any child at any time during the visit.

DO

- ✓ Attend our pre-visit meeting. It will occur right before the pupils' arrival time. You will be welcomed and briefed on what our expectations are on the trip.
- ✓ Follow the teacher's instructions, and make sure that your group are also listening and following instructions.
- ✓ Remember that you are responsible for your group of children at all times. We will give you a register with the names of all your pupils on it. Please conduct regular headcounts and make sure you can see them at all times.
- ✓ Alert the teacher immediately if there's an emergency. The teacher is responsible for contacting the school and the associated parents.
- ✓ Turn your phone off. We ask that you don't use your phone during the trip, so that you can stay focused on looking out for your group of pupils.
- ✓ If bus travel is included, adults must ensure that only one child is placed on each seat, and put on seat belts where they are available. Adults should sit on the aisle side of a bus seat where possible.

DON'T

- Show preferential treatment to your child, their friends, or your group.
- Try and administer first aid or medication yourself. Leave that to the teacher. We will tell you which teacher is responsible for first aid, and if you're not sure, ask.
- Offer food to any pupils. Remember, they might have an allergy.
- Share any information you learn about pupils with anyone else. You are an acting member of the school staff and are bound by the same rules we follow. Confidentiality must be maintained at all times.
- Take photos of the pupils. This is for child protection reasons. This includes your own children.
- Leave your group without telling anyone. You shouldn't leave your group at any time, but, if you have to, because of an emergency, please let a teacher know.
- Take a child to the toilet. For pupils who can use the toilet independently: wait outside the toilet for the pupil. For pupils who need assistance using the toilet: inform a teacher and they will take the pupil to the toilet.

Smoking, vaping, drinking alcohol and the use of illegal drugs is strictly forbidden during any school visit.

The school has the right to refuse any pupil or adult from participating in the visit/trip, whose involvement may be considered to be a danger to him/herself or to the group.