

Lainesmead Primary School and Nursery
Code of Conduct for Volunteer Helpers accompanying School Trip

Date of trip: _____ Venue: _____ Year Group _____

Thank you for volunteering to support this educational visit.

This declaration confirms that you have read the Volunteer Handbook and understand the additional expectations that apply during school trips. All guidance must be followed without exception.

Volunteers who do not return this signed form prior to the visit will not be permitted to attend.

On Arrival at school

- Report to Reception and sign in.
- Wear your visitor badge at all times.
- Attend the trip briefing and follow all instructions from the Trip Leader.

Supervision and Safeguarding

- Volunteers must remain supervised by a member of school staff at all times.
- Volunteers must not work unsupervised with pupils.
- Volunteers must not take a child to a separate or isolated area alone.
- Volunteers must not transport pupils in their own vehicle.
- Any safeguarding concern must be reported immediately to the Trip Leader.

If you are concerned about the behaviour or actions of an adult during the visit, you must report this to the Headteacher before leaving the site.

Supporting Pupils

Some pupils may require additional support due to SEND, safeguarding vulnerabilities or emotional needs.

Volunteers must:

- Show patience and understanding.
- Follow staff guidance at all times.
- Avoid making assumptions about behaviour.
- Raise any concerns promptly with staff.

Confidentiality and Professional Boundaries

Volunteers must:

- Maintain confidentiality at all times.
- Never share personal contact details with pupils.
- Never connect with pupils on social media.
- Never discuss pupils, staff or school matters outside of school (including online).

Mobile Phones and Photography

- Personal mobile phones must not be used while supervising pupils.
- Phones should be switched off or on silent.
- Volunteers must not take photographs of pupils on personal devices.
- If an urgent call is required, inform the Trip Leader and move away from pupils.

All official photography will be managed by school staff.

Declaration

I confirm that:

- I have read and understood the Lainesmead Volunteer Handbook.
- I understand the expectations for supporting an educational visit.
- I agree to follow all safeguarding, supervision and conduct requirements.
- I understand that failure to follow this guidance may result in my volunteering support being withdrawn.

Print Name:

Signed: Date.....

Once signed please return to the school office or email the form to:

Admin@lainesmeadprimary.co.uk

Thank you for your support in keeping our pupils safe