

Code of Conduct for Adults on Visits and Journeys

October 2008

All adults should ensure that they are in a fit and healthy state that enables them to discharge their duties effectively.

The member of staff taking overall responsibility for the visit must ensure that the safety of the children and supporting colleagues is always the first consideration and that pupil teacher ratios are maintained at all times.

All adults must ensure that children on a school visit are directly supervised at all times. If there is any occasion that demands remote supervision then appropriate measures must be put in place to minimise the likelihood of an incident. E.g. children given an opportunity to explore in a museum must return to a certain point within a very tight time scale that is not lengthy.

All helpers who are not members of the teaching staff must be allocated a teacher for support and guidance.

All staff should exchange mobile phone numbers in order to make contact with colleagues if necessary.

Adults must not drink any alcohol whilst in charge of a group of children. (For residential visits see below)

The use of drugs by any adult, other than those for genuine medicinal reasons, is strictly forbidden regardless of whether or not they are in charge of a group.

Smoking in the presence of children is strictly forbidden. Any adults who require a break for the purpose of smoking must consult with the visit leader to ensure that supervision is not jeopardised and also ensure that the children cannot see them smoking.

Adults should not visit any venues, either themselves or with the children, that is likely to compromise their own safety, or reputation, or that of the children.

Residential visits at home and abroad

All staff taking part in a residential visit must make themselves aware of travel details and overnight requirements.

All adults going on a residential visit for the first time should be accompanied by an experienced adult. Any NQT teachers must be with an experienced teacher for their first visit.

Adults must understand that they have a duty of care at all times during the visit including any incidents that occur overnight.

It is acceptable for adults to drink alcohol during an evening meal or the evening period before the children go to bed, e.g. on a visit to France, a glass of wine with the evening meal is quite usual; but for the purpose of this policy the standard is that which would allow an individual to drive a motor vehicle on a public road. This will apply whether or not the role requires the individual to drive. However, all adults should note that they should not drink amounts of alcohol that would render them unable to exercise their duty of care in an emergency.

At least one member of staff must be designated as the person who is not drinking any alcohol on that day.

The visit leader is responsible for ensuring that all adults have an opportunity to be 'off duty' but must also ensure that there remains an appropriate pupil teacher ratio to ensure adequate supervision.

The children must be told where to find all adults in the event of an emergency in the middle of the night and all adults must be willing to support the visit leader if necessary.