

CODE OF CONDUCT FOR PARENTS OR VOLUNTEERS

Roles and Responsibilities of Staff and Volunteers in school or on trips

- The code of conduct ensures that **respect** for the individual is maintained at all times and that neither peers nor others expose the pupils to risk of physical, sexual or emotional abuse or harassment.
- 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.
- **Safety** of children is of PARAMOUNT IMPORTANCE at all times.
- Assisting adults should follow the **instructions** of the Teacher in Charge and other staff and help with **control and discipline**.
- They should speak to the Teacher in Charge if concerned about the **health or safety** of the young people at any time during a visit or in school
- On trips, adults will be assigned approximately two children each to accompany and care for during the trip (one child per adult for children with special needs).
- Adults must ensure that they hold the **hands** of each child while walking along paths, and keep close to their assigned children and **watch** them at all other times.
- Adults must ensure that they **keep together** as a group and not stray too far behind or ahead of the party at any time.
- Accompanying adults are responsible for helping their assigned children to do up **coats**, put on hats, gloves etc as necessary and to assist with giving out, or opening **snack** items.
- 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.
- Parent volunteers will not be left in sole charge of a group of pupils **nor should they accompany any child to the toilet other than their own child.**
- **First Aid** will be administered by Nursery School staff or employees as appropriate to the location of the injury.

- **Smoking, drinking and use of illegal drugs** or mind altering substances is strictly forbidden during any school visit.
- Adults and pupils should demonstrate appropriate **relationships** amongst their peers and any other party that they may come into contact with.
- Adults should ensure the **security** of their own personal belongings.
- Adults and children should display acceptable **manners** and general **behaviour** thereby promoting enjoyment by all.
- Adults should ensure **equality** of opportunity for all.
- Under no circumstances should persons other than official group members join the party.
- Where appropriate, accompanying volunteers will be subject to a **Police Vetting** procedure being carried out and approval gained before participating in the trip.

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.