



February 2024

Trip Volunteer Code of Conduct

Markeaton Primary School highly values parents/carers and others who volunteer to help out with school activities. Many school activities would be at risk if it were not for your help and many of our pupils benefit greatly from it.

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity associated with school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils.
- Adhere to all school policies, including the [Safeguarding Policy](#), [Behaviour Policy](#) and [Data Protection Policy](#) (These can be found on our school website).
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher/trip leader.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Take photographs during a trip.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Take responsibility for first aid for children on the trip or take them to the toilet (unless it is your own child).

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____



Trip Volunteer Check List

- I have read the trip risk assessment.
- I have been briefed by a member of school staff on what my responsibilities are whilst on the school trip.
- I know which children I am responsible for.
- I have been informed who the emergency contact and trip leader is.
- I have been given a volunteer lanyard with emergency school contact numbers and been made aware which school mobile is on this trip.
- I have been told where the designated meeting point is, should I or my group get separated during the trip or if the venue is evacuated.
- I have been shown how to do a head count of my group, know how often to do them and know what to do should a child or adult within my group go missing.

Name:

Signed:

Trip Name:

Date: