



Educational Visits Policy

Updated: April 2024

Updated: February 2026

1. Purpose and scope

Educational visits enrich learning, support personal development and provide experiences that extend beyond the classroom. This policy outlines the school's approach to planning, approving and running off-site activities safely and inclusively. It applies to all visits during and outside school hours including local area walks, day trips, sporting events, adventurous activities and residential visits.

This policy is informed by the DfE's Health and safety on educational visits, KCSIE 2025, OEAP National Guidance, the Ofsted inspection framework from November 2025 and the ISO 31031:2024 risk management standard for youth travel.

2. Legislative and national guidance framework

Our procedures comply with:

- Health and safety on educational visits (DfE) which remains the main statutory guidance for planning and managing visits
- Keeping Children Safe in Education 2025 which sets out the safeguarding duties of schools and staff
- OEAP National Guidance, the recognised national standard for educational visit practice, endorsed across England and Wales
- ISO 31031:2024, which provides a formalised framework for managing risks associated with youth and school travel
- Ofsted's 2025–26 inspection expectations, which emphasise safeguarding culture, proportional documentation and effective leadership oversight of off-site learning

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for ensuring all visits meet statutory and national expectations, approving all visit proposals, supporting staff training and maintaining oversight of safeguarding arrangements.

3.2 Educational Visits Coordinator (EVC)

The EVC ensures visits follow OEAP National Guidance, supports staff through planning, verifies risk assessments, confirms staff competence and ensures

practice reflects current legislation and good guidance. (OEAP assigns this as a recommended leadership role rather than a statutory requirement). The EVC will support the use of Evolve for residential trips.

3.3 Visit Leader

Every visit will have a designated leader who:

- Plans the visit based on proportionate risk management
- Ensures all information is accurate, inclusive and accessible
- Briefs staff, volunteers and pupils
- Ensures safeguarding, behaviour expectations and emergency procedures are understood
- Conducts visit evaluation after return

3.4 Staff

Staff must follow school policy, risk assessments and safeguarding expectations under KCSIE 2025. They ensure safe supervision, model positive behaviour and promote inclusive participation.

3.5 Volunteers

Volunteers must follow staff instructions, uphold safeguarding expectations and follow the school's code of conduct. They must never be left unsupervised with pupils without the appropriate checks.

3.6 Pupils

Pupils are expected to follow behaviour expectations consistently and act safely throughout any visit.

4. Planning and approval

Planning will always be proportionate and sensible, as required by the DfE and HSE, avoiding unnecessary paperwork and focusing on real risks faced during visits.

Approval steps include:

1. Visit proposal submitted to EVC
2. Proportionate risk assessment

3. Headteacher approval (and governing board approval for residential or overseas visits)
4. Communication with parents and carers
5. Confirmation of supervision, medical needs and staffing arrangements

Ofsted states that schools must not create documents solely for inspection. The school therefore produces only the documents required for safe operation.

5. Inclusion

All pupils will be included in visits through reasonable adjustments, consistent with the Equality Act 2010 and SEND Code of Practice. Additional planning will be in place for pupils with medical needs, SEND requirements or vulnerabilities.

6. Risk management

6.1 Risk assessment

Risk assessments will be:

- Proportionate, focusing on significant and realistic risks
- Based on DfE guidance on trips requiring extra planning due to distance, activity type or specialist staffing needs
- In line with ISO 31031:2024 risk management principles]
- Informed by OEAP National Guidance
- Reviewed and approved by the EVC and headteacher

6.2 Staff ratios

Ratios follow OEAP National Guidance and will be adjusted based on visit type, pupil needs and risk level. At least one trained first aider will accompany every visit.

6.3 Transport arrangements

Transport will comply with DfE and HSE expectations for safe vehicle use. When using outside transport providers, the school will verify safety standards and insurance, consistent with DfE guidance on external organisations.

6.4 Use of external organisations

Providers must hold the LOtC Quality Badge, or if not, must meet equivalent safety and insurance standards as outlined by the DfE.

7. Communication and consent

Parents and carers will receive timely information about the visit purpose, travel arrangements, equipment needed, behaviour expectations and any associated costs.

Written consent is required only for visits outside normal school hours or where risk level is higher, in line with DfE policy on parental consent for school visits.

8. Safeguarding and emergency procedures

Safeguarding arrangements follow KCSIE 2025.

Under the Ofsted 2025–26 framework, leaders must demonstrate a strong safeguarding culture and clear emergency protocols for off-site visits.

The visit leader must:

- Have emergency contacts accessible
- Ensure medical needs are known and met
- Follow missing pupil procedures
- Report incidents in accordance with school and statutory reporting guidelines

9. Charging and insurance

Charges and voluntary contributions will follow the school's Charging and Remissions Policy and DfE Charging for School Activities guidance. Adequate insurance will be arranged for all visits including travel, cancellation and medical cover. Holy Family is part of the RPA insurance scheme for schools.

The school maintains appropriate insurance arrangements for all educational visits. As a public sector school, we are eligible to be covered under the Department for Education's Risk Protection Arrangement (RPA). The RPA is a government-backed alternative to commercial insurance in which the UK government directly covers losses rather than an external insurer. It provides comprehensive protection that includes material damage, business interruption, liability, cyber cover and travel-related risks within the limits and scope of membership.

Membership is charged at a fixed rate per pupil and is reviewed annually by the DfE. The rate will increase to £29 per pupil for 2026–27, reflecting higher national claims costs and inflationary pressures. The RPA offers financial protection, simplified administration and access to risk management advice and training, making it a cost-effective and efficient option for schools compared with traditional commercial insurance models.

Where a visit or activity requires cover that falls outside the scope of the RPA (for example, specific types of hire liability, engineering inspection or motor cover), the school will arrange additional insurance as required to ensure that all reasonable risks are covered. Parents and carers will be informed where supplementary insurance applies to a particular visit.

10. Residential visits

Residential visits require governing board approval. The school will follow OEAP guidance for residential planning and ensure all adults have appropriate safeguarding checks, training and competence. Parents will receive full information at least two months before departure.

11. Monitoring and evaluation

All visits will be evaluated to support continuous improvement. The EVC and senior leaders will monitor compliance with national guidance, ensuring practice remains proportionate and safe, reflecting Ofsted expectations for leadership oversight in the 2025–26 framework.

12. Linked policies

- Safeguarding and Child Protection
- Health and Safety
- Behaviour
- First Aid
- Charging and Remissions
- Supporting Pupils with Medical Needs
- SEND and Equality

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC and Headteacher **Name of staff member proposing the visit:**

Date of request:

Response required by (date):

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">➤ Staffing➤ Volunteers➤ Physical supplies➤ Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Additional information as required		

Appendix 2: risk assessment template

Risk assessments with supported statements available on One Drive/Evolve

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the staff member at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found on the school website

Volunteers agree to:

- Read, sign and agree to the Risk Assessments in place
- Read the Safeguarding Leaflet which will be shared by the class teacher
- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff
- Use personal mobile technology in the presence of pupils

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4 -Further guidance to support completion of Risk Assessment

Transport - Coach travel

- Staff party to ensure that driver has secure knowledge of route and relevant travel arrangements.
- School has coach safety and driver checks ratified by the coach firm
- Drivers to have had relevant experience and are DBS checked.
- Staff party to monitor driver for breach of safety requirements.
- Staff briefed in advance regarding coach supervision
- Staff to be positioned on the coach in such a way as to make supervision effective.
- Pupils briefed in advance regarding safety hazards.
- Arrangements to be made for appropriate breaks throughout the journey
- Staff to supervise pupils boarding and leaving the coach to guard against traffic hazards. A member of staff will be standing outside the coach to supervise.
- Seat belts to be worn at all times.
- Pupils to remain seated at all times whilst the coach is in motion.
- Gangways to be kept clear at all times.
- Full travel kit available including sick bags, tissues, water, wet wipes etc.
- Pupils not allowed to distract the driver or other vehicles' drivers by either excessive noise, attempting to communicate with or use of arm/hand signals.
- First Aid kit available on coach including emergency inhaler
- Parent consent and medical forms taken on trip including medication and medical log
- Pupils likely to suffer from travel sickness identified and sat appropriately.
- When arriving at an activity venue e.g. theatre, museum, pupils to be advised of intended route from parked coach to entrance and staff positioned along route to ensure that pupils remain safe.

Transport - Public Transport (Train/bus)

- Parents informed, consent received for this form of transport
- Pupil briefing to include safety information particularly relating to getting on and off buses or trains
- Pupils to remain seated whilst bus/train is moving
- Pupils advised not to attract unwanted attention from other travellers, particularly those likely to be aggressive and cause problems
- Pupils to be split into groups with a nominated member of staff looking out for each group
- Pupils to remain together whilst travelling and, where possible, all members of the group to travel in the same carriage. If group separated due to insufficient space on bus/carriage – agree a place for the first group to wait – leader or deputy to go with each group
- In the event of a pupil becoming detached from the main group, pupils instructed to remain at the station/bus stop where they become lost and, of possible, alert a member of transport staff

- Full head count to be undertaken at regular points along journey, particularly at disembarkation.
- Pupils warned in advance about the dangers of carrying valuable property on public transport

Transport - Minibus

- Safety checks made to vehicle in accordance with ECC Education Visits Policy before use of vehicle and vehicle not used if any of the checks fail. Vehicle to have current MOT.
- Breaks planned for driver(s) and drivers not to drive when, through normal teaching workload, they are liable to be tired.
- Drivers to hold a D1 licence and have appropriate licence checks completed by the school's Business Manager.
- The minibus driver must know what to do in an emergency and how to use the fire fighting and first aid equipment
- The driver must comply with school requirements regarding recording of use books
- Pupils are not permitted to board or leave minibus if vehicle is not completely stationary
- Loading and unloading only in traffic-free area.
- Pupils to be supervised loading and unloading
- Seating and weight capacity of minibus not to be exceeded.
- Pupils to sit throughout journey, always one to a seat and wearing seatbelts.
- School Bus sign to be used when pupils are travelling and positioned in such a way as not to obscure view
- Be aware of passengers with special needs and have a list available.
- Check that no bags or coats are caught in doors, that luggage is secure and gangways and exits kept clear.
- Pupils briefed as to the importance of good behaviour. Pupils not allowed to attempt to communicate with other road users, particularly through signals and gestures.
- Hazard warning lights to be used when pupils are loading or unloading minibus.
- Pupils advised, in advance, not to distract driver
- Care taken when reversing, particularly if pupils are in the immediate area.
- Pupils not to be left unsupervised in the minibus.
- Full copy of appropriate Section of ECC Educational Visits Policy, in relation to minibus, to be posted in the minibus itself.

Transport - Boat Travel

- Staff to check that the boat to be used has approved insurance and licence
- Staff to check availability of life jackets and lifeboats on boarding
- Pupils not allowed to throw things into river
- All pupils to be with a member of staff at all times
- Pupils to be arranged into groups with a designated member of staff responsible for overseeing each group at all times
- No pupil to be allowed near to the boat engines or mechanical equipment
- Pupils not allowed to hang over the edge

Transport – Vehicle Breakdown

- The breakdown services and, if required, the emergency services will be contacted immediately.
- The school will be contacted regarding expected time delays.
- If a breakdown occurs: On the motorway, all occupants to be removed behind the 'Armco' (barrier). On other roads, driver and/or teacher in charge to decide on safest position, depending on circumstances, (i.e. grass verge, café or another suitable alternative).

Transport – Walking on public roads

- Route assessed by group leader
- No pupil to cross any road other than at the instruction of a member of staff. Road Crossings to be kept to minimum
- Pupils to walk away from the edge of the pavements
- Pupils to remain together as a group. If possible one member of staff should lead with another behind the group
- Staff to be vigilant with regards to ongoing potential hazards e.g. vehicles coming out of driveways

Transport – Use of Bicycles

- Specific permission from parents obtained before any pupil hires or rides bikes.
- The hire company to provide risk assessment and details of safety standards to which their bikes adhere
- Staff to visually check all bikes before use and particularly to ensure that saddle height is adjusted for comfort and safety
- All staff and pupils to wear an approved cycle helmet, which must fit correctly and be properly fixed, at all times
- Pupils only allowed to cycle on recognised cycle paths and definitely not on public highways or footpaths with a member of staff at all times
- Pupils to wear clothing that is appropriate, particularly footwear. No flip-flops or open toed sandals to be worn and with a member of staff at all times
- Pupils are not permitted to carry anything while cycling
- Regular head counts to be undertaken
- Bikes will not be ridden in darkness or failing light

Specific Venues (Theatres, Museums etc)

- On arrival at venue pupils to be made aware of fire and emergency evacuation procedures.
- Pupils to be sat together for ease of supervision
- Staff to sit equally around the group for ease of supervision
- Staff to check that no pupil is sat too near to speakers or potentially dangerous electrical equipment.
- Pupils to be briefed in advance regarding standards of acceptable behaviour in such public places
- Pupils to follow instructions given by both school and venue staff

- Pupils to be briefed about safety both before the visit and on arrival
- Pre-briefing to refer to importance of fire exit awareness and evacuation procedures
- Pupils not permitted to leave venue unsupervised.

Exposure to Weather

- Prevailing weather conditions are considered and appropriate programme, clothing and equipment is planned.
- Pupils are advised to bring suitable clothing which is checked before departure. Spare clothing is taken for emergencies.
- Weather forecast is obtained on day of visits and plans adjusted as necessary.
- Clear information re; suitable clothing and equipment is supplied to parents.
- Pupils and parents briefed on the need for sturdy and comfortable footwear
- Checked prior to departure

Pupils Lost or Separated from Group

- Regular head counts, particularly when leaving any location
- Pupils advised to return to the last place that they were with the group
- No pupil to be on their own during a visit
- Supervision levels planned to reduce risks of pupils becoming separated
- Supervising staff are competent and understand their roles
- Staff ratios in line with policy
- Suitable group control methods in place – school mobile phones
- Plan for day fully discussed with pupils so that they know what is expected of them and when
- Pupils and staff briefed on what to do if separated from the group
- SEE MISSING PUPIL ON A SCHOOL TRIP IN MISSING PUPIL POLICY

Group Control

- Detailed pre-planning of supervision arrangements
- Close supervision, large groups split into small groups, each with a leader known to the pupils
- Leader of each group knows and understands control measures
- Overall Group Leader remains in touch with all groups – each group Lead provided with a school mobile phone

Illness and Injury

- A qualified, named & listed first aider is to be on every trip.
- Completed medical forms to be collected for all pupils. Individual parents consulted, in advance, if medical forms show any serious or unusual illness, or if special treatment may be required
- Staff to be aware of special dietary requirements for individual pupils and will liaise with caterers as appropriate
- Staff aware of asthma triggers and location of Emergency Inhaler – member of staff carrying this wear a Hi Viz jacket
- The Group Leader has as a minimum, a good working knowledge of first aid.

- Level of first aid cover is assessed by leader and first aider(s) will be on the trip. First Aid qualifications (e.g. First Aid at Work, Emergency First Aid, Paediatric First Aid etc.) have been checked to ensure they are up to date.
- A first aid kit, which will be checked in advance, to be available at all times while on the visit
- Pupils and parents are reminded to bring individual medication. This is securely kept but accessible at all times. Pupil medication is held by a responsible member of staff.
- A designated member of staff, who will have a working knowledge of First Aid, will take responsibility for illness and injury situations. He/she will also be responsible for looking after and administering medication and monitoring the medical condition of pupils. He/she will be on the lookout for signs of illness. All administration is signed as administered and witnessed as per school policy (two signatures) and logged
- Accident / Incident Report forms will be completed when required
- Staff to have copies of home contact and emergency phone numbers for each pupil.
- Staff to have knowledge of emergency medical care facilities in the area of the visit.
- In the event of pupils taking part in specified activities which may lead to injury, pupils to be thoroughly briefed, in advance, about safety precautions and the need to follow instructions. If the activities are being undertaken under the supervision of instructors or staff of a centre pupils must follow all instructions without question.
- Emergency procedures understood and in place by staff and pupils
- For day trips during school hours the emergency contacts are held with school/headteacher.
- For any trips outside of school hours or for any residential trips, the LA will be sent emergency contact details of everyone on the trip (pupils and staff).
- If a child is ill on a trip and needs to be returned to school/home. The Lead contacts the Headteacher who will initially arrange for the child to be collected by parents. If not possible the child will be collected by two members of staff and returned. Ratios cover for this event.

Special needs of specific pupils

- Specific information is obtained from parents and any special measures are discussed and provided for on a separate risk assessment
- Advice taken from SENCO
- Additional staffing provided as necessary
- Management of individuals reviewed immediately after a visit to inform future risk assessments
- Copies of Health Care Plans will be taken
- Management of individuals will be reviewed immediately after visit to inform future visits

Beaches

- No pupil to be allowed in the sea, either swimming or paddling.
- No pupil to be allowed within 20 metres of the sea without direct supervision of a member of staff.
- Pupils to wear clothing appropriate to beaches
- In the event of stormy weather, plans modified so that pupils do not go on to the beach

- No beach to be visited without a pre-visit and detailed risk assessment completed of local conditions. This to include access to the beach as well as the beach itself
- Boundaries to be made clear to pupils, beyond which they must not go
- For supervision purposes, pupils to be split into groups with a member of staff as group leader.
- Pupils not allowed to use beach equipment and rides. These restrictions to be outlined in advance.
- Head count to be completed before leaving beach

IMPORTANT

Separate Risk Assessments for activities and visits which are not covered by this document should be attached.

Staff Information and Checklist

When planning a visit, whether it is a day visit or a residential, staff must follow the procedure listed below:

	Action	Complete
1	Discuss proposal with line manager – EVC/HT	
2	Check with school diary holder	
4	Submit trip proposal and funding form to EVC	
5	EVC forwards trip proposal and funding form to HT for consideration	
6	HT will take to governors for final approval as required	
7	Visit organiser to be given access to EVOLVE website by EVC and enter relevant details (Check travel arrangements/ pupil - staff ratios / insurance etc. against DfE policy with EVC)	
8	EVOLVE to confirm all necessary arrangements are suitable any amendments made suitable any amendments made. EVOLVE ratified by HT	
9	Staff to collect school mobile phone and first aid kit and emergency inhaler on the day of visit, available from EVC	
10	Trip Leader collect visit pack from EVC	
11	Hand in pupil register to reception, and EVC on departure	
13	Hand in trip register on return to school after pupil dismissal	
14	Return school mobile phone and first aid kit and emergency inhaler on completion of visit	

Trip Leader/ Staff Co-ordinator	Signature:		Date:	
Captured on trips & visits tracking sheet by EVC	Signature:		Date:	

Appendix 6

Prior to Visit.

Complete a risk assessment form and have it signed by the EVC and Head teacher and a copy to all adults involved

1. Identify party leader and party organiser.
2. Discuss proposal with Head Teacher.
Enter in school diary. (Administrator)
3. Check permission required. Arrange insurance as necessary.
4. Calculate cost involved, include transport, (3 quotes), insurance, admission charges and extra adults.
5. Preliminary visit to venue where possible.
6. Letter to parents assessing financial viability of the visit, gaining parental consent and detailing the organisation on the day of the trip – whole group or break off groups
7. Risk assessments completed and entered on EVOLVE and ratified by HT
8. Parents meeting arranged as appropriate.
9. Book coach, confirm in writing and keep copy of letter. (Administrator)
State time of arrival at school and return time. (Administrator)
Check that coach firm has ratified safety of vehicles and driver safeguarding/safety and qualification checks
10. Cancel school meals in kitchen (At least 2 weeks notice) (Administrator)
11. Identify extra adult helpers - male and female in mixed parties (see suggested ratios).
12. Identify Special needs/problems for particular children – medication, asthma triggers etc
13. Prepare group lists for all helpers, including a First Aider on all trips
14. Send out final details to parents including itinerary and emergency contact at school.
Make clear the anticipated time back at school.
15. Notify staff and SEN support staff as appropriate.

Day of Visit.

1. First Aid kit as appropriate
2. Collect charged school mobile phones
3. Buckets, bin liners, paper towels, saw dust. Personal Inhalers including Emergency Inhaler / Medication where appropriate. All medication to included prescription label and parental consent form with dosage
4. Collect expenses if relevant.
5. Packed lunches.
6. Establish emergency contact at school is unchanged.
7. Details of venue including maps if appropriate.
Copy of venue details and itinerary to be left in school with the Headteacher.
8. All necessary equipment is available including a list of items taken.
9. All children have the appropriate clothing.
10. List of all children on each coach with teacher.
11. Lists of all groups to all staff and parent helpers.
12. Provide volunteers with expected code of conduct to sign as agreed
13. Head counts to be conducted thoroughly, frequently and accurately
14. No pupil will be taken on a trip unless they have a parental consent form
15. Staff to meet to discuss arrangements, particularly relating to safety
16. School mobile phone number given to volunteers
17. Staff allocated specific responsibilities as appropriate/qualification – First Aid, Behaviour
18. Pupils briefed on behaviour and safety expectations

Before Leaving the Venue.

1. Check face against name of all children on the coach.
2. If two coaches involved the visit leader must be satisfied that all children are accounted for before any

coaches leave.

3. Check all equipment is on the coach.
4. Check all children have bags, clothing etc.
5. No children in the front seats or centre rear seat of coaches.
6. All children seated and seat belts on.
7. Order a coach with extra seats to leave front & back free for added safety

Return to School.

1. Leader satisfied all children have been collected or allowed home according to parents wishes.
No child is to be left at school alone.
2. Return First Aid kits and other equipment to Store.
3. Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.
4. Return all mobile data devices used on the trip to the school and secure

Notes for Volunteers.

1. Provide a précis of work to which the visit relates including historical context where relevant.
2. The main purpose of the visit (apart from enjoying it!)
3. Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
4. An invitation to get involved with the teaching process where they feel able
5. Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
6. Not to spoil a child's visit by insisting on writing and drawing. Better to look and talk and write later.
7. Reassurance that visits are demanding on energy and are not easy.
8. A thank you for their help on the day and an invitation to get involved again.

PUPIL CODE OF CONDUCT FOR OUTDOOR VISITS.

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely - we never change places or shout loudly.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly wherever we go not disturbing other people, along pavements in pairs keeping next to the wall-side.
6. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
7. We obey the country code when in the countryside.
8. We always leave places as we found them without litter. Do not bring bottles or cans.

