



THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION STAGE AND THE PRE-PREPARATORY SCHOOL

Code of Conduct for Staff on trips

Pre-trip:

1. All staff must have read and signed the risk assessment before departure. You must carry a copy with you on the trip and update it as events happen recording all near misses. A copy of the trips Emergency Plan must also be taken on all trips and referred to should an incident occur.
2. Make sure you have a copy of any allergies of the children in your group, and that if they need one, that they are carrying their epipen or inhaler at all times.
3. First aid kits must be carried by a member of the party at all times and first aider made known to all members of staff
4. Staff are to adhere to the staff dress code

On trip:

5. Insist on good manners and behaviour at all times
6. Be familiar with the Danes Hill Trips Policy and Health and Safety Handbook
7. Take every step to ensure the safety of each pupil, undertake regular headcounts and insist children stay in small groups at all times
8. Trip leader must notify staff and children of sanctions to be imposed on children if they misbehave. Leader should contact Headmaster or Deputy Head in extreme situations
9. Do not put yourself in the position of being alone with a child if avoidable
10. Passports must be held in a safe place.
11. Staff must insist upon sun hats and sunscreen being used if appropriate, and that children drink plenty of liquids.

Staff conduct:

12. Set a good example as a representative of the school
13. Smoking is not permitted in front of the children
14. Staff should exercise common sense and discretion in their consumption of alcohol on school trips. No alcohol should be consumed by anyone driving a school vehicle that day or the following day. At least two designated members of staff must abstain from drinking any alcohol.
15. In the case of an emergency, keep calm, keep children calm and do not allow them to call home. Phone trip leader who will contact the 24/7 at school.
16. Offer help and be pro-active at every opportunity
17. Do not use mobile phones in front of children except for work related calls

TJC

Date of Policy: 1 February 2014

FULL date of policy renewal: 31 January 2018

Date of Policy review: February 2019