



EDUCATIONAL VISITS – PUPIL CODE OF CONDUCT

As a school we recognise many advantages in educational visits. Well-planned and properly conducted visits can have a lasting and positive effect on a child's development. Such visits do not form a statutory part of the curriculum and are only undertaken by those members of staff who wish to provide invaluable opportunities for children through the creation of many wide and varied learning situations. Educational Visits should therefore be viewed as a privilege and not as a necessity.

Whilst recognising the value of such visits, however, the staff of Larne and Inver Primary School are also aware that such visits hold additional risks. When planning such a visit, all of the potential risks to the pupils and adults undertaking that visit are assessed and, where it is "reasonably practical", elimination or alleviation of those risks achieved.

In order to reduce or alleviate the risks when undertaking the various activities, children are required to adhere to the standard set of rules shown overleaf. Parents have an obligation to ensure that their child presents a standard of behaviour that is acceptable to their leader /teacher and in accordance with these rules.

Enjoyment of all school activities is of extreme importance in a child's development but their health and safety is essential if all activities are to be enjoyed to their maximum potential. Respect for everyone is at the core of enjoyment and parents are asked to read the 'code of conduct' below with their child, sign the Data Capture Form and therefore agree that their child will only be permitted to participate in all activities if these rules are adhered to.

To ensure the enjoyment and safety of all staff members and pupils, persistent refusal by a child to adhere to these rules, thus endangering themselves and/or others, will result in their parents being contacted immediately and, only as a last resort, the child being removed from the educational visit (at the parents' cost if applicable). Similarly, if a child seriously misbehaves in school during the year, thus showing a lack of responsibility, a risk assessment will be completed and he/she may not be permitted to participate in the above school trip. This will be discussed with the parent(s) beforehand and an agreed plan put in place.

Again, any parent who changes their mind and wishes to withdraw their child from the trip will only receive a refund if the trip has not yet been fully paid for by the school.

To ensure inclusion at all times, the Board of Governors recognises that there may be circumstances when it is necessary for a child with a particular need to be accompanied by a parent on the trip. This will be discussed with the parent(s) and an agreed plan put in place prior to the visit.

Any parent who may have concerns regarding this or any other matter, should seek immediate clarification from the class teacher, Mrs Black or Mr Patterson.



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Before the visit, the participating children will discuss expectations regarding behaviour and organisation.

The main aim of these rules is to increase safety and enjoyment for pupils and staff alike.

These rules have been agreed by governors, staff and the school council.

Parents must remember to ensure that school has 'up to date' contact details, 'up to date' medical details and permission/administration details if applicable. Parents will be informed immediately should any matter of concern arise.

When on a 'school trip', we are representing school and must behave as if we were in school. The Golden Rules still apply. We must be READY, RESPECTFUL AND SAFE.

I need to remember that at all times –

- **I listen carefully when others are speaking, especially the adults.**
- **I am polite and show respect to everyone, including members of the public, remembering to be punctual and to say 'please' and 'thankyou'**
- **I work sensibly and try my best**
- **I walk properly at all times**
- **I follow the rules of the places I am visiting**
- **I respect the property of the places I am visiting – no litter**
- **I put up my hand to ask and answer questions**
- **I take care of my belongings (never bring valuables) and wear proper clothing**

If I am on a bus/coach –

- **I wear my seatbelt and sit properly on my seat**
- **I only talk in a quiet voice to the person beside me - no shouting**
- **I put my hand up if I feel sick**
- **I only leave my seat when I am told to by an adult**
- **I should not disturb the bus driver or other road users – no writing on the windows**
- **I respect the property of the bus – do not destroy the seats or leave litter behind**
- **When I get off the bus, I should wait where I am told to by the staff member**

If I am in a strange place –

- **I must remember my 'stranger danger' rules at all times and ask the teacher if I am unsure about anything. I must always stay with my group and never be on my own.**

I understand that, if I do not behave well in school, my teacher will talk to my parent(s) and I may not be allowed to go on the school trip.