



A School Partnership In Rural England

Motto : ‘ **We Aspire to Inspire**’

Our Values – using the initials of the names of the schools.

K – Kindness

U – Understanding

P – Patience

H – Honesty

L – Love

B – Boldness

Volunteer Trip Guidance and Code of Conduct

Document History

Original KULB document reviewed for ASPIRE-wide use and approved by EHT March 2020. Approval noted by Fed GB 17 March 2020.

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Review Bi-Annually

The term ‘school’ refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

Leeds & Broomfield Church of England Primary School

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*"As many hands build a house, so many hearts make a school."
(Matthew Ch 7 24-27)*

RESPECT RESILIENCE EMPATHY CURIOSITY HONESTY

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

Ulcombe Church of England Primary School

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in their wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

*"One body, many members, learning together surrounded by God's inclusive love."
(Corinthians 12:12-14)*

TRUST RESPECT HOPE ENDURANCE

Guidance for parents & carers who support on school trips and visits

We are very grateful to parents/carers who support ASPIRE Primary Schools when attending trips and events outside of school. Without this support the visits would be unlikely to go ahead. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all.

1. Mobile phones must be switched off and not used at any period during the time with the children.
2. Parents or other helpers will not escort any child or children to the toilet.
3. Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.
4. No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school camera only. All photographs will be checked by the Headteacher before they are published on the website or sent home if this is required.
5. Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.

In the event of an emergency

The team leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader. They will follow the instructions given by the team leader and will act to promote the safety of all children and adults. In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. The school will seek advice from the County Hall Publicity and solicitor departments as appropriate. Additionally, advice may be sought from Kent Police. This is to safeguard and protect all those involved.

Before the visit A short meeting will be held to explain to all helpers the following: ♣ Purpose of the visit including proposed learning outcomes ♣ Role and responsibility of supporting adults ♣ Any particular needs of individual children or group of children ♣ Difficulties or possible problems that may arise as highlighted from the risk assessment ♣ Notification of who the team leader, first aiders and road crossers are ♣ Notification of appropriate clothing to be worn (as appropriate) ♣ Expectations with regard to confidentiality ♣ Access to information related to specific needs of individual children and/or staff ♣ Expected level of behaviour and an awareness of Professional

Codes of Conduct Supporting with school trips

Name of helper

Trip supporting

Date

I have received information regarding my role and responsibility and understand the procedures I need to take if there is an accident

Signed

CHILD PROTECTION SUMMARY

This summary sheet is for staff and other volunteers who work in the school to support our children. Ensuring such staff and adult helpers read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils.

As an adult working in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL).

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions

- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSL without delay

- write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSP. Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher. Remember – share any concerns, don't keep them to yourself. This school has a safeguarding policy and more detailed procedures on child protection which are available from the DSL.