



EDUCATIONAL VISITS POLICY

Approved by: Kim Anderson **Date:** 01/02/2026

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Red Balloon Worthing Approval Body: Red Balloon Worthing Governing Body

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our Centre, which require learners to leave the Centre, having been authorised to do so by the Head of Centre or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand learners' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our learners' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our learners and staff, and to make sure that our visits are available to all learners. It sets out the roles and responsibilities of staff, learners and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal centre hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the Red Balloon
- Trips abroad organised by Red Balloon

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- Keeping Children Safe in Education

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Head of Centre

The Head of Centre is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

1.2 The Curriculum Leader for Enrichment / educational visits co-ordinator (EVC)

Keira Forrest is the appointed EVC at our Centre. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the Head of Centre and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the Centre has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the Centre or a third party
- Communicate key details about the visit and all locations to staff, learners and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for learners and others

3.3 Staff

Staff have a responsibility to make sure all learners and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Head of Centre
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all learners' needs
- Look out for the health and safety of themselves and those around them
- Help manage learner behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

By agreeing that learners can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the learner that may affect or impact their ability to safely take part in the trip

3.5 Volunteers

Volunteers attending Centre trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for learners
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure learners under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Learners

Our Centre behaviour policy also applies to all educational visits. This includes the expectation that learners will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Learners will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the Centre's behaviour policy at all times.

4. Guidance

4.1 Training

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All staff will be trained in understanding the health and safety requirements of educational visits, particularly in relation to those identified in the relevant risk assessments.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

4.2 Summary of educational visit categories:

Category A: Regular visits to venues within the locality that are well-known and of low, assessed risk.

Category B: A visit to a venue that may require significant travel outside the locality and/or may be a rarely visited venue, but is still assessed as low risk.

Category C: Any type of visit in the UK that requires residential accommodation for one or more nights, assessed as low risk.
Or visits abroad that require residential accommodation for one or more nights, assessed as low risk.

Or high-risk activities in the UK, (residential or not). High risk activities abroad, residential or not.

Examples of high-risk activities:

- All action adventure activities
- Field work

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head of Centre, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the Centre year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the Centre
- Health and safety considerations
- Staff-to-learner ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head of Centre will seek approval of the governing board.

Once the risk assessment has been approved by the Head of Centre, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal Centre hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All learners, regardless of background or abilities, should be able to take part in every aspect of our Centre life, including visits.

SEND

If a learner with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during a normal Centre Day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and learners.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a learner with challenging behaviour from coming on a trip to protect their safety and the safety of the other learners attending.

We will consider all reasonable options to help the learner go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the learner can be supervised on a 1:1 basis.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the Centre's risk assessment template which can be found on our shared drive and in **appendix 2**, and approved by the EVC and Head of Centre. Existing risk assessments can be found on our shared drive or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and learners), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Head of Centre and, where appropriate, third party vendors.

Every risk assessment will be approved by the Head of Centre, and a copy taken on the visit and another copy left with the EVC / Curriculum Leader for Enrichment.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 2 supervising adult are present
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be take on all trips, in accordance with the Centre's first aid and health and safety policies. These can be found in first aid kits in the hallway and specific medication in the First Aid Room.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with learners at any time
- The trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the Centre, in line with our safety procedures [first aid policy]. We will make sure learners, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the Centre site.

The Trip Leader is responsible for ensuring that transport is hired from a reputable company; that there is adequate supervision; that seat belts are worn and that staff and learners are aware of what to do in an emergency, e.g. evacuation routes, assembly points.

All drivers of mini-buses, including parent volunteers, must have a LA permit, which expires after 5 years. All drivers must be over 21. Drivers, aged 21-24, may require additional insurance. All persons in the mini-bus must wear a seatbelt. Drivers must check the bus before departure and they must ensure that their total working day, including driving time, does not exceed 10 hours. Drivers must not drive for more than 1 hour 40 minutes in any period of 2 hours.

Staff, and others who drive learners in their own cars, must have the appropriate licence and insurance cover for carrying learners and must therefore contact their insurance companies to make suitable arrangements.

Volunteer drivers, e.g. parents, not employed by the Centre, must complete Form VDD to be passed to the EVC for approval. For regular volunteers, this must be done annually to check for endorsements. Supervising adults should not be put in a position where they are alone with a learner. Any volunteer driver, who might be left with a learner at any time, must have also had a DBS check completed (Form RA3). Volunteer Risk Assessments must be completed for all volunteers and must be sent to, and approved by, the Personnel Department.

Parents' permission must be sought for their children to be carried in other parents' cars.

Staff on residential trips should liaise with the Head of Centre if they park their vehicle on the Centre site for the duration of the visit

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Adhoc walks or PE sessions

Where extra-curricular activities regularly take place off-site, e.g. PE session, the Centre at the start of each Centre year should obtain from parents of all learners

- Consent to participate
- Appropriate medical information
- Emergency contact details

Details of other learners selected during the year may be collected as necessary. Prior to departure for the trip, the trip lead should ensure they and the Centre office have details of the learners leaving site.

The Trip Leader for each visit should take:

- a mobile phone
- have access to medical information
- access to emergency contact details for each learner
- a First Aid Kit, ensuring that an approved adult is available to administer First Aid
- any medication for learners attending the trip

Staff should ensure there is a standard Risk Assessment for the activity and that all staff and volunteers are aware of its contents.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise learners alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the learners going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with learners or given sole responsibility for the care of a learner.

7. Communication and consent

We will contact the parents and carers of learners invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Learner-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the Centre
- Expected behaviour and consequences of learners' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits through Arbor platform or by signing and dating a form to be returned to the Centre.

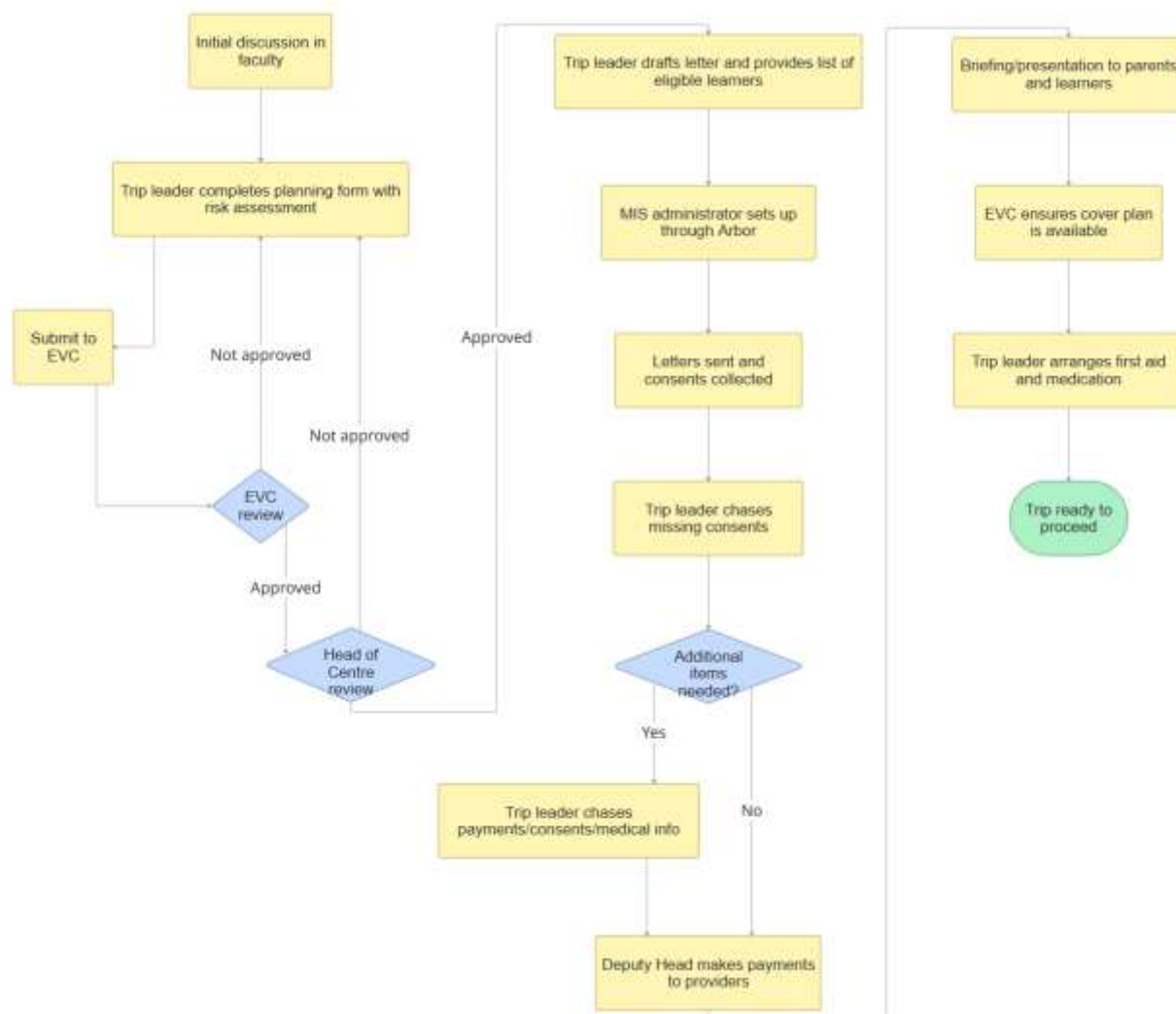
Because most visits during the Centre day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Checklist for taking a Centre trip

Allow plenty of time for planning. Allow at least three months for most day visits (six months if children with physical disabilities are involved and a minimum of six months for residential visits). Same day visits e.g. to the theatre, may need less time than this.



1. Discuss the idea for the visit with your Head of Faculty/Department or Learning Manager. Contact Learning Support regarding potential issues for SEN learners
2. Make initial enquires with the company/venue re:

Day Trips	Residential
➤ Details of venue ➤ Nature of activity on offer ➤ If Outdoor Activity / Education Centre, has it been checked for suitability? ➤ Available dates, including alternatives, times (must not return late (10:00) without SLT consent ➤ Insurance ➤ Are staff qualified to lead activities? ➤ Costs, e.g. entrance fees, transport, activities, meals, hiring equipment ➤ Cover requirements and costs ➤ Check group profile with HOY/PSO and make provision for inclusion ➤ First Aid provision. Are suitably qualified staff available to meet the needs of learners?	➤ Accommodation details ➤ Nature of activity on offer ➤ If Outdoor Activity/Education Centre, has it been checked for suitability? ➤ If accommodation other than above, e.g. hotel abroad, have premises been vetted, e.g. by Travel Company? ➤ Available dates, including alternatives ➤ Insurance ➤ Are staff qualified to lead activities? ➤ Costs, e.g. entrance fees, transport, activities, meals, hiring equipment ➤ Cover requirements and cost ➤ Suitability for those with physical disabilities e.g. lifts, toilets ➤ First Aid provision. Are suitably qualified staff available to meet the needs of learners e.g. diabetic learners?

- A **provisional booking** at this stage may be advisable

3. Complete and submit to Head of Faculty copies of:
 - Trip Proposal form
 - Risk Assessments (e.g. All trips RA, Transport RA, Venue RA, Trip Specific RA, INDV RAs)
 - A draft letter to parents/carers
 4. If approved, have the trip set up on Arbor. Inform learners and parents/carers of the visit, asking for consent from those interested through Arbor.
 5. Arrange which learners are going (see above) and send out letters confirming places, asking for deposits/payment in full where applicable, asking for additional permission / medical forms to be completed if required. The Trip Leader should retain these. For visits abroad this is also a good time to ask for details necessary for a Collective Passport and to remind parents to acquire EHIC card.
- NB: It is suggested that you also keep a copy of the passport details and cross check names with any tickets.
6. Confirm any booking(s) in writing with a receipt for any payment in advance. Payments are to be arranged through the Deputy head of Centre. Arrange **at least 7** days in advance if you require a float provided to make necessary payments, e.g. entrance fees or contingency fund.
 7. Arrange a briefing for parents/carers if required.

8. Request balance of payment if applicable. (Check regularly the payments are being made)
9. EVC to ensure cover plan is made.
10. Arrange necessary First Aid provision and any necessary medication, e.g. EpiPen, extra inhalers, controlled medication with administration form.
11. Ensure that learners and parents are fully aware of the itinerary, equipment required and expected standards of behaviour if this has not already happened at the briefing meeting, e.g.
 - Use of meeting points
 - Out-of-bound areas
 - What to do in an emergency
 - Dress code
 - Responsibility for own property
 - Water/sunscreen/hat for outdoor summer activities
12. Parents/Carers should also be provided with the addresses and contact numbers of the accommodation, group mobile phone number, the Base Manager and the Travel Company if applicable. For visits abroad, make a photocopy of each learner's passport and EHIC before departure.
13. For all visits involving an element of remote supervision, learners should carry emergency contact names and numbers, e.g. Trip Leader and Centre mobile number. A laminated card is a good idea for this purpose.
14. Prior to departure provide the Head of Centre, EVC, office and all supervising staff with a list of all participants, addresses and telephone numbers of contact persons, a copy of the risk assessments and an itinerary.

After the Visit

- (1) Where necessary, an Accident/Incident Form should be completed and a copy sent to the EVC
- (2) When requested an evaluation of each visit should be carried out and sent to the EVC within 14 days of return. A full and thorough evaluation of all trips should include: planning, finance (value for money), travel, accommodation, food, risk assessments and health and safety, learner behaviour, learner learning, recommendations for future trips and follow up evaluation e.g. presentation to Governors, Group Mentoring feedback, article/photos in *Newsletter* and the local press etc. (Trip Evaluation Form is in the Appendices).
- (3) Ensure that learners and staff depart from late trips quietly without causing inconvenience to neighbours. **Please ensure that learners attend the Centre the next morning!**

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the Centre office. The Centre office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a learner seeking medical treatment.

In a case of a learner being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other learners. In the unlikely event that a learner cannot be found within 30 minutes, the trip leader will contact the Centre office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the learner when found. The remaining staff and adults will return to the Centre with the rest of the learners.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

Parents/carers won't be asked to pay for any educational visit that takes place during Centre hours. They also won't be asked to pay for any educational visit that takes place outside of Centre hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect learners' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The Head of Centre, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with learners – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to Centre
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what learners must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every year by the Head of Centre. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting learners with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Risk Assessment

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the Head of Centre and Curriculum Leader for Enrichment

Name of staff member proposing the visit:	
Date of request:	
Response required by (date):	

Proposed trip information

	TRIP INFORMATION
Destination	
Trip date and times	
Travel distance	
Transportation options	
Purpose of visit / educational benefits	
Number and age of learners	
Cost breakdown, including multiple options where available	Location: Travel: Food and Accommodation: Total: Cost per Learner:
Resources required, including: ➤ Staffing ➤ Volunteers ➤ Physical supplies ➤ Transportation	
Insurance needed, where applicable	
Risk assessment plans and first aid provision	

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

Risk Assessment –

Keys: Likelihood of Risk;

1 = Very Unlikely

2 = Unlikely

3 = Likely

4 = Very Likely

5 = Certain

Severity of Risk;

1 = Physical/Mental injury – Insignificant

2 = Physical/Mental injury – Minor

3 = Physical/Mental injury – Notable

4 = Physical/Mental injury – Major

5 = Death

Area/issue	Risk	Who is at Risk?	Initial			How is the risk currently and intended to be managed	Managed		
			Likelihood	Severity	Risk		Likelihood	Severity	Risk
						All activities will be under supervision			

Appendix 3: volunteer behaviour and code of conduct

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

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

This volunteer code of conduct can be found in the Volunteer Policy.

Volunteers agree to:

- Remain professional and respectful with staff and learners 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 learners
- Report any concerns about the safety or wellbeing of a learner to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with learners unless told to by a member of staff
- Engage in physical contact with learners 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 learner unless previously agreed with staff
- Take photographs or record learners

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: Driving licence Check guide

Staff Guide: Generating a Driving Licence Check Code

This process allows the Centre to verify your entitlement to drive, any penalty points, or disqualifications as part of safeguarding and insurance requirements.

What You Will Need:

- Your **driving licence number**.
- Your **National Insurance number**.
- The **postcode** on your driving licence.

Steps to Generate the Code:

1. **Visit the GOV.UK Website:** Go to the [View or share your driving licence information](#) service.
2. **Enter Your Details:** Provide your licence number, National Insurance number, and postcode.
3. **Navigate to the 'Share' Tab:** Once logged in, select the tab labeled **"Share your licence information"**.
4. **Create the Code:** Click the **"Get a code"** button. This will generate a unique, case-sensitive "check code".
5. **Provide the Code to the Centre:** Share this **check code** and the **last 8 characters** of your driving licence number with the Centre administrator.

Important Notes:

- **Validity:** Each code is valid for **21 days** only.
- **Usage:** The code can only be used once.
- **Offline Alternative:** If you cannot access the online service, you can call the DVLA at **0300 083 0013** to receive a code over the phone.

Administrator's Guide: How to Perform the Check

Once the teacher provides the code, the Centre's designated administrator must:

1. Go to the [Check someone's driving licence information](#) page.
2. Enter the **last 8 characters** of the teacher's driving licence.
3. Enter the **check code** provided by the staff.
4. **Save the Record:** Centres should download and save a PDF summary of the check results for their records to ensure compliance with insurance and health and safety audits.

Appendix 5: Driving licence Check form

Driving Licence Check Consent & Information Form

Purpose: This form is used to gather information required by [Centre Name] to verify your entitlement to drive for Centre-related activities, including insurance and safeguarding compliance.

Section 1: Driver Information

Full Name (as on licence):

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Last 8 Characters of Driving Licence Number:

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Driving Licence Check Code:

*(Note: Codes are case-sensitive and valid for **21 days** only)*

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Section 2: Declaration and Permission

I, the undersigned, give my permission for [Centre Name] to use the details provided above to check my driving record on the official GOV.UK website. I understand that this check will confirm my licence status, categories of vehicles I am entitled to drive, and any current penalty points or disqualifications.

I further understand that:

- This permission is valid for a single check using the provided code.
- My personal data will be processed in accordance with data protection laws and the Centre's privacy policy.
- I must inform the Centre immediately if my driving entitlement changes or if I receive any new penalty points.

Signature: _____

Date: _____