



## **Guidance for Parents/Carers Who Support on School Trips**

We are very grateful to parents/carers who support Sacred Heart and St Mary's when attending trips and events outside of school. Without this support 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. If you are in any doubt please speak to a member of staff who will be happy to assist.

1. Normal school rules apply for the duration of a trip.
2. The teacher will give parent helpers a list of children for whom they are responsible.
3. Children will be told that they must stay with their group and group adult at all times.
4. The teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions
5. The teacher is responsible for ALL first aid and medication.
6. Parental volunteers may not always have their own child in their group. Child ratios and safety are the priority when allocating adults to groups.
7. All adults are expected to demonstrate respectful and caring behaviour towards each other, thereby being good role models for children.
8. Parents or other helpers should not escort any child into a toilet cubicle, (children should be able to use toilets independently.) Parents may assist staff by monitoring children in communal areas of public toilets for health and safety reasons.
9. Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.
10. If there are any behaviour concerns please refer to the lead teacher or a member of staff for support.
11. Any accidents, worries or concerns involving a child should be reported to the lead teacher immediately and not discussed with other volunteers.
12. Keep children with you at all times and make regular head counts to account for all children in your care.
13. Please do not give any food or drink to children – as there are many pupils with severe food allergies.
14. If you need to leave your group for any reason, please inform another adult.
15. Parent volunteers are asked to keep the same degree of confidentiality as in school.
16. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.

**Use of mobile phones:**

Whilst we understand volunteers need mobile phones in case of personal emergencies, safeguarding protocols are paramount. Mobile phones should be set to silent and only used in an emergency. Please liaise with the class teacher if you need to use a phone whilst in charge of a group of children.

**No photographs/films should be taken of children or staff unless asked specifically by a member of the school staff team.** All photographs will be checked by the teacher and/or Headteacher before they are published

**Before a 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 lead teacher, 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.

**Thank you!**

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy but we do).

If you have any worries, queries, or good ideas on how we can improve something, please let us know – we are always willing to listen.

**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** .....