

Polehampton CE Infant and Junior Schools Volunteers / Helpers on Educational Visits



Dear Volunteer/Helper,

Thank you for your offer to help on our school trip to _____

Please take some time to read through the information below and sign to say you have read and understood it.

PLEASE REMEMBER TO BRING WITH YOU:

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WHAT TO EXPECT ON THE DAY:

- Come into the classroom at _____ with the children.
- Please stay with your group at all times. Parent helpers are reminded that, in line with school policy, they will not be in the same group as their own child.
- You will receive a list of the children in your group and the plan for the day when you arrive at school.
- **BEHAVIOUR** is key (especially to stay safe!) Please feel free to remind children of this if you think there is a need **AND** please also inform the class teacher or supervising adult.
- There will be adequate toilet breaks in between activities. Children should be encouraged to WAIT for these times.

WHAT WE EXPECT OF YOU:

In a worst-case scenario (e.g. if there was an incident on the trip), volunteers are reminded that the class teacher or supervising adult is in charge of this situation and volunteers should not phone other parents, speak to staff at the venue or speak to members of the press or the police. The lead adult will do this, if it is deemed necessary.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of our children and expect everyone who supervises educational visits to share this commitment:

- Please ensure that you have read the safeguarding update for volunteers and signed the volunteer in school agreement.
- Please stay outside the toilets at the venue and don't put yourself in a vulnerable position.
- If there is a first aid emergency please find the class teacher or supervising adult who will have prescribed medications and decide on the best course of action/first aid etc. The staff at the venue are also qualified to deal with such incidents, but they must be supervised if a child is receiving basic first aid.
- Please **DO NOT** use mobile phones (including texting, social media or voice calls) at any times - on the coach, or at the venue, including taking photo. The class teacher or supervising adult will have one phone each in case of emergency.
- Photographs are not allowed to be taken by adults helping unless they are using a school device. The class teacher or supervising adult has a list of who has given permission for their photos to be taken at school and will have a school camera.

COACH

- Please sit near to the children in your group but of course you can sit next to other adults.
- Please check that everyone in your group is sat down and clicked into seat belts as quickly as possible!
- Then the class teacher or supervising adult will register the class and take a head count before they leave.

"Let your light shine" Matthew 5:16

Gratitude - Friendship - Perseverance - Forgiveness - Honesty - Compassion

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- **PLEASE DO NOT MENTION THE WORD SICK!** Once someone says it, they all think they are! **BUT**, we will have sick bags at the front of the coach just in case.

PLEASE SIGN TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THE INFORMATION AND RETURN TO THE PARTY LEADER AS SOON AS POSSIBLE.

Thank you!

(Lead staff member)

VOLUNTEERS / HELPERS ON EDUCATIONAL VISITS

Name: _____

Class: _____

Educational Visit: _____

I agree that I have read and understood the 'Volunteer/Helpers on Educational Visits' Information sheet

Date: _____

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