



Miers Court Primary School

Volunteers for School Trips Policy

Policy Scope: Miers Court Primary School

Responsibility: Local Governing Body

Date Adopted: February 2022

Review Frequency: Annually

Review Date: February 2023

Firstly, we would like to thank you very much for volunteering to support this trip and for giving your time. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher.

All volunteers supporting on a trip will be given a briefing linked to the procedures and risk assessment. They will be asked to sign the risk assessment and this volunteer policy.

- The class teacher is responsible for ALL first aid and medication
- All communications about the trip are the responsibility of the trip leader. All helpers should avoid using personal mobile phones during the visit. They must not be used to communicate with other parents not on the visit. All communication with school or parents must be via the trip leader and school, this is to avoid mixed messages but also for safeguarding reasons.
- Photographs must only be taken by the school staff.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. No images or details of events where you have been a helper should be posted on social media.
- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible. This list must be returned to the teacher at the end of the trip.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
- If you need to leave your group for any reason, please inform another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.
- 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 Head of School on return from the trip.

I have read and agreed to abide by this policy.

Signed: Date: