



RESPECTFUL



AMBITIOUS



RESILIENT

Guidance for Volunteers for School Trips

If you have any questions about a school trip, please see the class teacher.

- Parents may not always have their own child in their group.
- Mobile phones and cameras are not permitted to be used at anytime.
- All children need to be treated equally e.g. your own child cannot be given food/sweets throughout the day.
- The teacher will give parent helpers a list of children for whom they are responsible.
- 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 is responsible for ALL first aid and medication. 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
- Do not take a child to the toilet. For pupils who can use the toilet independently: wait outside the toilet for the pupil. If a child needs assistance using the toilets, inform a teacher and they will take the pupil to the toilet.
- 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.
- Parent volunteers are asked to keep the same degree of confidentiality as school staff. 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.

Thank you very much for your help on the trip – it is greatly appreciated, and your support plays an essential role in ensuring the day runs smoothly.

I have read and understood the guidance about volunteering at Wren Park on school trips.

Volunteer Name (please print): _____

Volunteer signature: _____

Date: _____

Trip: _____ Year group: _____