



## Mortimer Primary School



### Volunteers Guide to Helping on School Trips

*I would like to take this opportunity to express my gratitude to you for volunteering to help on a school visit. Without volunteer helpers, we wouldn't be able to provide children with such a wide, varied curriculum and give them the opportunity to undergo experiences that may not be available in the classroom. Thank you.*

*P.J. Bennett*

At Mortimer Primary School, we are committed to safeguarding and promoting the safety and wellbeing of all our children. School staff retain responsibility for the group at all times and we ask all volunteers to observe the following guidelines:

- Roles:** All adult supervisors must understand their roles and responsibilities for the trip. The school staff member will outline the visit and indicate how you are to support the visit including any supervisory role. If you have any questions please raise them and ask the school staff member for more information if necessary.
- Pupil Names:** If you are to be supervising a particular group of children, the school staff member will ensure that you have a complete list of the children in your charge plus any other information that you may require.
- First Aid & Illness:** The school staff will have access to a First Aid Kit and/or arrange for appropriate First Aid to be administered. All matters involving checking or treating an injury, including pupils in need of medication or an unwell child, should be referred to a school staff member.
- Responsibility:** The school staff member retains full responsibility for the whole class at all times. Please support them by encouraging the children in your group to follow instructions quickly and sensibly. We are counting on you supporting all of the pupils in your charge, which may or may not include your child.
- Behaviour:** It is vital that children conduct themselves in an orderly disciplined manner in order to get the most out of the learning experience. If necessary, please remind the children that when they are out they are representing Mortimer Primary School. All matters of discipline should be referred to a school staff member.



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#### Hazards, Health & Safety:

Please help us to ensure that the children do not put themselves in potentially hazardous situations. Speak to a staff member immediately if you are concerned about the health and safety or behaviour of the pupils at any time. Please do not smoke or drink alcohol.



#### Child wellbeing:

All staff in school follow our Child Protection and Safeguarding Policy and the DfE's Keeping Children Safe in Education. As a volunteer, you will support the school staff with the wellbeing of the children. Any concerns regarding the pupils must be shared with a school staff member immediately. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with pupils. **If a child needs to go to the toilet, they need to be accompanied by a member of school staff. If the school visit includes children changing for P.E. activities then you should not enter the changing facilities unless in an emergency whereby you will be directed by a member of staff to assist.** Please do not provide children, including your own, with any money, food, sweets or gifts during the day.

#### Mobile phones or devices:

Please do not use mobile phones, cameras or devices to record images or video of the pupils. **This includes images of your own child.** However, you may be asked by a school staff member to assist in using school equipment in capturing images/video. Please do not use your mobile phone to make calls whilst on school premises and when supporting the visit.

#### Confidentiality:

As adult helpers, we request you to please keep in confidence any incident, accident or situation of which you may become aware. Any information about a child should only be passed onto the child's parent or guardian by a school staff member or the Head Teacher. **Information must not be discussed at a later time and must not be shared across social media such as Facebook.**



Educational visits are often remembered and talked about for many years. Together we will try and make this visit a positive and memorable one. Throughout the trip, try to talk to the children about what they are seeing and doing. Try to ask open questions that encourage the children to think and extend their learning. Please support them to complete any tasks they have been given but try not to do the work for them.

*Many thanks again for offering to help. We hope you enjoy the trip as much as the children will. Mr P.J. Bennett, Head Teacher.*