Educational Visits and Trips Handbook for Parents/Volunteers

We are very grateful to parents/carers who support Oak Green School when attending trips and events inside and/or outside of school. We believe that your involvement in children's education is vital – this is why we encourage parent partnership in many ways, including accompanying children on educational trips and events.

The purpose of this document is to ensure you have all the information you need to guarantee that your time on school trips is both worthwhile and enjoyable, that our pupils benefit from as much help and support as possible, and that they remain safe and secure whilst in our care.

As a parent helper, or volunteer, you have a valuable role in supporting us to fulfil our aims. We hope that you find the information in this document helpful and thank you for volunteering to help our pupils on their educational trip/visit.

1. Parent/Volunteer helper duties

As a parent helper on an educational trip or visit, your main duties are to:

- Ensure the safety and security of pupils.
- Engage with pupils to enhance their learning experience.
- Help all pupils participate fully and independently in all activities.

In carrying out your duties, you must ensure that you comply with this protocol at all times and are aware of your responsibilities with regards to representing the school. We will attach an agreement slip to this document. We ask that you sign and return this to school to confirm that you have read, and agree to, the conditions outlined in this protocol.

2. Responsibilities of the school The school agrees to

The school agrees to:

- Explain your tasks carefully and ensure you are clear about how we would like you to engage with pupils.
- Ensure that the pupils you work with behave and work well.
- Treat you with respect and care.
- Share relevant information about the pupils you are working with.
- Let you know the overall agenda for the day, and to inform you if this changes.
- Treat anything you tell us with confidentiality.

We will never ask you to deal with difficult or challenging behaviour, or to carry out a task that you feel uncomfortable with.

3. Expectations of parents/volunteers

As a parent/volunteer accompanying school visits or trips, you are expected to:

- Do your best to ensure the health and safety of everyone in your assigned group.
- Follow the instructions of the group leader and school staff, and provide support with control and discipline, ensuring the pupils in your group follow all instructions.
- Dress appropriately for the trip or visit.
- Model acceptable behaviours and uphold the positive image of the school whilst out in public.
- Work cooperatively and professionally with staff.
- **You must inform the school if you unable to attend a trip or visit by telephoning the school office on 01296 423895 as soon as possible.**

You must not:

- Smoke/vape or consume alcohol at any point during the trip or visit.
- Use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps.
- Share any information you have seen or heard with friends, family or another child's parent.
- Use your mobile phone in front of children.

Guidelines for Trips and Visits

Please ensure that you have read and understood the following guidelines:

- Unless the school has conducted an enhanced DBS check for you, you will always be under the supervision of the group leader, who will explain the task, what is required of pupils, and your role within the group. If you are unsure of what you have been asked to do, please speak to the group leader immediately.
- You cannot take pupils to the toilet on your own.
- You may not always have your own child in your group – you will be given a list of pupils for whom you are responsible.
- You cannot smoke/vape or consume alcohol at any point during the trip or visit.
- You cannot use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps.
- You must not share any information you have seen or heard during the trip or visit with friends, family or another child's parent.
- You must not be on mobile phone for personal calls and texts.
- You must not leave your group at any time without notifying the group leader.
- Group leaders are responsible for all first aid and medication. If there is a medical emergency, you must let your group leader know immediately – they are responsible for contacting the school in emergency situations.
- You are not permitted to bring any of your child's siblings or additional children on a school trip nor arrange for anybody to meet up with the group during the trip.
- If pupils have been asked not to bring spending money, you should not purchase items for your child or group.
- Pupils are encouraged to be independent, so you should not offer to do things for them in the first instance.
- You should prepare your child for the experience in advance by explaining that you will be attending the trip or visit to help all pupils, that the teacher is in charge, and that they have to do what the teacher has requested.
- You must not use the time spent on the trip to deal with issues regarding your own children, e.g. asking staff about their progress.
- If you experience any difficulties within your group, e.g. inappropriate behaviour, you should inform the group leader as soon as possible.
- When walking in public places, you should encourage pupils to walk in pairs.
- If a trip involves a coach journey, you must help the pupils in your group to put on their seatbelts. Pupils are not permitted to eat or drink on coaches. Group leaders have sick bags if needed.
- At the end of the trip or visit, you must accompany your group back to the classroom or alternative pick-up location.
- Any parent/volunteer who does not follow these guidelines will not be invited to accompany any future trips or visits.

4. Security

On arrival at the school, you must sign in at the school office. Here, you will be given a volunteer's badge which will detail your name, role and, on the reverse, procedures to be followed in an emergency. This badge must be worn at all times. You must return the badge to the school office at the end of the trip and sign out before you leave the premises.

Office staff will note which class trip you are accompanying. A member of staff will meet you at reception and escort you to your group. If the fire alarm sounds whilst you are on the school premises, you will be led to the designated meeting point where a register will be taken, and a member of staff will inform you of what to do next.

5. Safeguarding

We are not required to obtain a DBS check for volunteers who are supervised at all times, e.g. those who accompany pupils on one-off trips that do not involve overnight stays. The headteacher has the authority to refuse the help of parent helpers if they believe that it would not be in the best interest of pupils.

If, when accompanying pupils on a trip, a pupil tells you something that causes you concern, you must report this to the group leader as soon as possible in an appropriate setting, to ensure others cannot overhear. We must follow careful guidelines with regards to physical contact with pupils. You can complete the **PEACH** form, which is available in the medical bag, or speak to the headteacher when you return to school.

We ask that you do not initiate contact with pupils and we strongly discourage over-familiarity, even if you know the pupil already. Please do not lift, carry or move a pupil in any way. You can find a copy of our Safeguarding and Child Protection Policy on our school website, should you wish to find out more about safeguarding provision in our school.

If you have any concerns about a staff member during the trip, you can complete the **PLUM** form, which is available in the medical bag, or speak to the headteacher when you return to school.

6. Confidentiality

We ask all parent helpers to work to a policy of confidentiality. You may see pupils struggling with tasks, getting upset or misbehaving, or hear information concerning a pupil whilst you are with us.

It's important that you do not share anything specific about pupils with friends, family or a pupil's parent, even if you know them. If you are approached by a parent, you should refer them to the class teacher, who is responsible for informing parents of any concerns about a pupil.

If you have any queries or problems regarding the trip or visit, please direct these in the first instance to the group leader or, if you would prefer, the year group leader upon our return from the trips.

7. Monitoring and review

The Educational Visits and Trips Protocol for Parents/Volunteers is reviewed on a regular basis by the headteacher and governing board. If you have any queries about our protocol, please do not hesitate to let us know. You can contact the school office via office@oakgreen.bucks.sch.uk or 01296 423895 who will answer any queries that you have.

Parent/Volunteer Accompanying Trips or Visits Agreement

Thank you for volunteering to accompany our pupils on this trip/visit. Both pupils and staff gain huge benefits from your involvement and we hope that you too find it to be a rewarding experience.

Before the trip takes place, we ask that you read through our Educational Visits and Trips Protocol for Parent Helpers and sign this form to confirm your agreement to the school's expectations of you as a parent helper or volunteer helper.

I confirm that I have read and understood the Educational Visits and Trips Protocol for Parent/Volunteers and agree to follow these guidelines.

I understand that by not following these guidelines, I will not be invited to accompany pupils on any future trips.

Name: _____

Signed: _____ Date: _____

Child's name: _____ Year group: _____

Visit you are accompanying: _____