

Guidelines for Volunteers Helping on School Trips

We are very grateful to all parents/carers who volunteer to help on school trips; in many instances these trips could not go ahead without your assistance.

To ensure our trips run smoothly, and so that everyone is aware of the school's expectations and their own responsibilities, we have put together this check list for you to read prior to helping on any trip.

In the event of an emergency situation, such as a coach breakdown, a serious accident or injury or a lost child the group leader has a documented procedure to follow. We would ask that you:

- Follow the group leader's instructions at all times;
- Remember that your prime responsibility is for the safety and wellbeing of the children in your group;
- Please do not use your mobile phone to publicise what has happened – eg to alert other parents – as this may cause unnecessary anxiety and hinder alternative arrangements that are being made. If you have to call someone, for example to re-arrange childcare, please discuss with the group leader first.
- Do not make any statements to the press or on social media.

If you are transporting children by car and you break down or have an accident, contact the school office immediately and we will advise you what to do. As above, please do not contact other parents or publicise what has happened.

If you wish to take photographs of your own child please speak to the group leader before doing so. If you wish to take photographs on your mobile phone permission must be granted by the headteacher or group leader.

Prior to any trip please provide the school office with the name and telephone number of an emergency contact for yourself for the duration of the trip, along with any medical issues that we might need to be aware of.

Thank you for taking the time to read this, and thank you again for offering to help.



Allison Driver
Headteacher