



## **Guidelines for Volunteers Assisting with School Trips**

School trips are an integral part of learning at our school and afford many opportunities for children which are outside their usual experience. We are pleased that you have volunteered to help on this trip. Your participation has an important role in its safety and success.

As part of the school's risk assessment planning, please read these guidelines carefully and ensure that any queries are discussed with the Class teacher responsible prior to the trip.

### **Role of the volunteer**

- Responsibility for and care of, in equal measure, all children in your allocated group
- To read and comply with all relevant risk assessments
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public being mindful that we are ambassadors for the school
- To ensure that your group keep up with the body of the school visit party, whether walking, entering or exiting transportation or following speakers on the trip
- If there are any issues with first aid, safety and/or behaviour, contact must be made with the class teacher

### **Working alongside school staff**

R A Butler Academy staff expect volunteers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels information, asking questions that encourage children to think about the task and help explain areas of interest
- Follow guidance from the school staff

### **What is not permissible**

- Volunteers are not permitted to bring additional siblings on the school trip
- Volunteers are not allowed to reorganise school visit groups
- Volunteers are not permitted to take photographs of children unless directed by the class teacher to do so and only on a school camera / Ipad
- Volunteers are not permitted to take photographs of children on personal mobile devices
- Volunteers are not permitted to give/purchase their group treats such as ice-cream, biscuits, sweets before, during or after the trip

### **First Aid**

For each class on the school visit, there will be a nominated staff First Aider. You will be informed if any child in your group has medical needs. Medication and a First Aid kit will be carried and administered by a staff member.

In special circumstances, a parent may need to accompany their own child for medical reasons. Where this is the case, the parent will be required to carry and administer the medication.

## **Emergencies**

In the event of an emergency, you are expected to inform a member of staff as soon as possible. If you become separated from the school party, please telephone the number provided to you. If this is not possible, the school should be contacted as a matter of urgency.

Please indicate that you have read these guidelines and sign below:

Name of Trip: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_

I have read the Guidelines for Volunteers Assisting with School Trips and will abide by them for the duration of the trip. I will support the children in their enjoyment of the trip and actively contribute to the smooth running of the occasion.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_