

**Guidance: Please sign and return this copy.**

- On the day of the trip all parent volunteers should report to the main office, sign in and collect a volunteer’s badge.
- Parents will then be advised where they will meet the children and will be given clear instructions from the class teacher on the expectations .of the visit
- Groups will be allocated and will include your own child; however, ALL CHILDREN must be treated EQUALLY.
- 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 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.
- The class teacher is responsible for ALL first aid and medication. 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.
- The class teacher or allocated member of the group will be the only personnel responsible for taking photographs.
- We also remind all volunteers of the need for the responsible use of mobile phones. Mobile phones must not be used to take photographs.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. 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 for taking the time to read this policy, furthermore we would like to extend our grateful appreciation to all parents who volunteer their time to support school trips, visits and activities.**

**All parent volunteers will be requested to sign a copy of this guidance.**

**Parent volunteer name..... (Please print clearly)**

**Signature .....Date.....**