



St Luke's Catholic Primary School

Volunteers Policy

School trips and visits

2024-2025

Mission Statement

**As God's family we learn, love and laugh.
Together: Love one another, forgive one another
Work together, play together,
Worship together, be happy together.**

At St. Luke's Catholic Primary school, we strive to provide a broad and balanced curriculum, encouraging creativity and promoting high standards, enabling the children to experience success through an enjoyment of learning. In order to achieve this we promote a range of experiences which will often include planned educational trips and visits. This may involve visits within the locality or taking a journey outside of our local community. Without the support of parent volunteers neither would be possible.

We feel that the involvement of parents in children's education is vital and we encourage active participation in many ways. We are grateful to the many parents who volunteer their time; supporting class teachers enabling them to offer breadth; creativity and a balanced curriculum.

In order to fulfil this role; we request that all volunteers complete a DBS check. This can be organised by contacting the school office. With this completed, parents can then be placed on our list of volunteers.

We will endeavour to plan trips with as much advance notice as possible (ideally 4 weeks' notice), this will facilitate effective organisation of the required number of volunteers.

Once the details of an educational visit have been confirmed, parents will receive a standard letter where the requested number of volunteers will be clearly specified. Parents who can offer their support will be requested to indicate this on a slip provided and return directly to the class teacher. All finalised details will be added to the Evolve risk assessment and sent to the EVC, currently this is Mrs Jevons. In her absence the role will be completed by the Headteacher.

We appreciate that certain educational visits will be more popular than others, while we will always strive to be equitable; the safeguarding of all pupils in relation to the demands of the visit will always be a priority and will remain the deciding factor. Parents will be informed via a school Spider. Each class teacher will keep a record of which parents have supported.

Guidance for Volunteers for School Trips

The following guidelines have been provided to maintain a professional code of conduct and should be read in conjunction with the following policies: Safeguarding, Volunteers, Behaviour policy.

If you have any questions about a school trip, please speak to the class teacher in the first instance. We do appreciate your help on school trips – and acknowledge that it would be difficult to organise visits outside school without parent volunteers.

Guidance:

- 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.

Signed:  Chair of Governors

Signed:  Headteacher

Date: October 2024