



Aim High

Never Give Up

Follow Your Dream

Lead By Example

## Educational Visits and Trips, Parent Helpers Policy

Ratified By	FGB
Date	26/06/2023
Minute	9
Review Date	Summer 2025
<b>Policy Statement</b>	
What is the policy for?	All member of the school community
Who has devised and contributed to this policy?	SLT, Governors and Health and Safety Delegates
How will this policy be communicated?	Via 365 and the school website
How will this policy be monitored?	By SLT and Governors
Which other policies are linked to this policy?	All other Health and Safety, EVC and Confidentiality Policies

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## Our aims

**Norwood Primary School** provides trips, visits and experience for the benefit of our children and at times, to ensure that we are meeting the required adult : child ratio, it may be a requirement for Norwood to request the support of parents/carers.

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, 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 agreeing to help our pupils on their educational trip/visit.

### 1. Parent 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 the **headteacher** to confirm that you have read and agree to the conditions outlined in this protocol.

### 2. Responsibilities of the school

The school agrees to:

- Explain your tasks carefully and ensure you are clear about how we would like you to engage with pupils.
- Share the **Behavioural Policy** with you to help you understand how we manage pupils' behaviour.
- 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, in advance, 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**

As a parent helper, 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.
- Adhere to the relevant policies and procedures – these will be provided to you before the trip takes place.
- Adhere to our Staff and Volunteer Confidentiality Policy

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.

#### 4. Guidelines for trips and visits

Any parent who does not follow the guidelines below will not be invited to accompany their child on any future trips or 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 or take charge of a group if the school has not obtained a DBS check for you.
- 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 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.
- 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 should not worry about your child's behaviour during the trip or visit.
- You must not use the time spent with the school 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. challenging 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.

You must inform the school if you are unable to attend a trip or visit by telephoning the [\*\*school office\*\*](#) on [\*\*01733 574717\*\*](#) as soon as possible.

## **5. 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 the office 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. Please familiarise yourself with the school's fire safety and evacuation procedures before arriving on site.

## **6. Safeguarding**

Parent/carers do not attend residential visits, however where there is a clear level of need, arrangements may be made for them to be close at hand to location of the trip, i.e. parent/carer staying in a close by B and B to drop off and pick up their children at the start and end of each of the days.

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.

If the trip would involve volunteers working in an unsupervised manner, the school must carry out an enhanced DBS check and barred list information check. Please be assured that all the information obtained via safeguarding checks will be treated confidentially and that these checks are only conducted in the best interests and safety of our pupils.

The [headteacher, working in liaison with the trip leader](#) has the authority to select the help of parent helpers in the best interest of pupils. Parent selection may be made based on information that other parents are not aware of that surround the specific trip, needs of individuals and groups or other circumstances that may be confidential.

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. 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 request a copy of our [Child Protection and Safeguarding Policy](#) from the [school office](#), should you wish to find out more about safeguarding provision in our school.

## **7. 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 [headteacher](#) upon our return from the trip.

If you have any queries about our protocol, please do not hesitate to let us know. You can contact the [headteacher](#) via [email address](#) or [telephone number](#) who will answer any queries you have.

## Parent Helper Agreement

Thank you for agreeing 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.

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I confirm that I have read and understood the Educational Visits and Trips Protocol for Parent Helpers 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