

Updated Sept 11



Guidance for School Trip Volunteers

Thank you for offering to help on a school trip. We aim to offer a range of off-site activities throughout the school, but are unable to do this without the support of volunteers. Volunteers not only enable us to provide appropriate adult to child ratios, but help to ensure that pupils gain the most from these experiences in smaller groups.

The purpose of this booklet is to provide information for trip volunteers that will enable you to best support our pupils and staff, and to help ensure that the trips run smoothly and safely.

Code of Ethics for Volunteers

- To speak and act towards children and adults with respect and dignity, always mindful of their individual rights and sensitivities.
- To respect the professional role of the teacher.
- To be discrete and protect the confidentiality of children, teachers, support staff and parents, and to be aware of the school confidentiality policy.

What to expect before a trip

A member of staff will contact you to confirm that your help is required on a trip, and when and where to meet on the day of a trip. This may be at a classroom or in the school reception area. If after volunteering you discover that you are unable to help, please let us know immediately so that we have time to make alternative arrangements.

If a trip is due to leave after registration, volunteers are welcome to come to the staff room once you have dropped your child off. A member of the year group

team will normally come to get you at an appropriate time, or may come to brief you in the staff room.

Before the trip, a member of the year team will brief you on your role for the day, what the purpose of the trip is, which pupils you will be working with and any other appropriate information. For longer trips, you will normally be given a written information pack so that you know what to do during the day. It is vital that you ask a staff member if you are not sure of anything so that we can clarify details.

Please note that all volunteers used by the school must have a CRB (Criminal Records Bureau) check. The school office can organise this for you.

Transport

For trips outside of Whiteley, we usually use coaches. If more than one coach is used, you will be asked to go on a specific coach as we keep lists in the school office in case of emergency. We normally ask adults to distribute themselves throughout the coach to support the teachers in encouraging appropriate behaviour from the children. If you need to sit at the front for medical reasons, please let the lead member of staff know.

All children must wear a seat belt, and you may be asked to assist in checking that these are in place. On arrival at the destination, pupils will be asked to remain in their seats until the lead teacher has briefed the children. Please note that we do not allow pupils to eat or drink on coaches and would ask you to support us with this rule.

Supervising a group

You will normally be allocated a group of no more than 6 children. This may include your own child, but please do not be offended if a teacher would prefer you not to work in the same group as your child. This would be discussed with you prior to the trip taking place.

Specific guidance for each trip will be provided by the lead teacher, but the following is appropriate for all trips:

- Keep your group together at all times.
- Report any behaviour difficulties to a member of staff as soon as possible.
- Interact with the children in your group to help them understand what they are seeing and doing – this could be through questioning, pointing things out, asking them to discuss an idea etc.

- On longer trips, please support the lead teacher by supervising your group during breaks and lunchtime.
- Please stick to the plans provided by the teacher and follow the rules set out for the trip. For example, if pupils have been asked not to bring money on the day, we appreciate you following this with your own child. Similarly, please don't 'treat' your group to something such as an ice cream, which is not being provided for all children.

On some trips, classes of pupils stay together under the supervision of the class teacher. On other trips, you may be asked to lead your group on its own through a given area because large groups moving together can cause a problem to other members of the public. Although it may sometimes be appropriate for two parents to join their groups together when carrying out the group work, please check with the lead teacher before doing this as there are often good reasons why smaller groups have been decided upon.

Toilets

The lead teachers will give you guidance about where toilets are available during the trip. Please adhere to the following guidance:

- If one member of your group needs the toilet, you will need to take your whole group to wait outside.
- When using public toilets, check the toilets yourself where possible before sending pupils inside in pairs.
- Avoid taking individual pupils into the toilets on your own.

Safe Walking

Please help us to ensure that the following guidelines are adhered to by all pupils:

- When walking on pavements and footpaths, walk no more than 2 abreast. Pupils should walk on the pavement/footpath, keeping away from the kerb edge, grass embankments etc.
- Pupils should not go ahead of an adult. The pace must be set by the adult leading the group. No running at any time.
- When walking in a large group 'crocodile', one adult should lead, and another should be at the rear. Other adults will be asked to disperse along the line. Pupils should remain in their pairs and not overtake other pupils.
- When crossing roads, it is often safer to cross in a larger group (e.g. 6 pupils side by side) rather than a long crocodile, so that all can cross at once. When large groups are moving together, the lead teacher will co-ordinate road-crossing to ensure safety.

Child Protection and Safe Working Practice – Guidance for Volunteers

The school has comprehensive policies regarding child protection which can be found in a folder outside the staffroom. The following summary should be read and adhered to by all trip volunteers. Please speak to a member of staff for any clarification.

If, at any time, you have a concern about a child, particularly if you think they may be at risk of abuse or neglect, please inform a member of staff or the Child Protection Liaison Officer (Headteacher) as soon as possible.

All volunteers should

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress appropriately for their role
- Avoid unnecessary physical contact with children.
- Understand their position of power and influence over children and not misuse it in any way.
- Be careful about recording images of children and do this only when it has been approved or requested by the supervising member of staff.
- Avoid being on their own with an individual pupil, other than their own child.

All volunteers should inform the Headteacher if

- There are any incidents or issues that might lead to concerns being raised about your conduct towards a child.
- There is any suggestion a pupil may be infatuated with you or taking an above normal interest in you.
- You have any concerns about the conduct of school staff, other volunteers or any other adults who come into contact with pupils during the trip.

We hope you enjoy your experience of accompanying a school trip. If you are willing to support in year groups other than your own for occasional trips, please let the school office know as we sometimes need additional adults to enable a trip to take place.

If you have any further questions regarding volunteering at our school, please speak to a senior member of staff.