



Margaret McMillan Primary School

Policy and Procedure: Parent, Carers and Volunteer Helpers on School Visits and Journeys

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Policy

Rationale

At Margaret McMillan Primary we believe that children's learning is enhanced through relevant experiences and visits which enrich our curriculum and bring learning alive for our children.

We have high adult: pupil ratios when we take children off the school site for visits or journeys in order to keep the children safe and to ensure they get the most from these experiences.

We try to use the adults we have in school, but sometimes we may ask for parents to accompany us on school trips and journeys. Parents do not have an automatic right to accompany their child on a school trip and the Headteacher or teacher in charge of organising the trip has the discretion to choose which volunteers are invited.

Selection to be a volunteer helper on a school visit is not determined by an individual request. We do not take every parent who requests to come on the visit and we do not invite parents because their child wishes them to come or the parent wants to go. We usually have more volunteers than we have opportunities and so we use strict criteria.

Criteria for selection

It is entirely at the discretion of the class teacher to organise the trip and supporting adults in the way that will maximise the safety, enjoyment and the learning experience for everyone.

The criteria we use to select parents invited to support a class visit are based on;

- the needs of all of the children;
- the circumstances of the visit;
- the specific needs of particular children;
- Whether parents have the skill set and experience to contribute to the success of the visit. For example, they must be physically able to participate in all aspects of the visit, have previously volunteered in school to support, have expertise outside of school or have previous experience relevant to the particular visit.
- Whether volunteers are able to contribute positively to the visit for the benefit of all of the children.

Expectations of parents and volunteers

All parents are expected to behave appropriately, and expectations for this are set out clearly below in the form (Appendix 1) that will be given to you before you leave on the trip.

Any parent who does not follow our guidelines will not be invited to accompany on any subsequent trips.

Likewise, an invitation may not be offered if a parent has not supported their child in other aspects of school life.

If invited, parents and volunteers cannot automatically expect to accompany a group of children that includes their child.

Voluntary helpers should be clear about their roles and responsibilities during the visit and will be required to attend a short briefing meeting with the class teacher/group leader beforehand.

Appendix 1

Margaret McMillan Primary School
Parent, Carer and Volunteer Helper Guidelines – School visits

Thank you for volunteering to accompany our children on a school visit - we do appreciate your help. You will be required to attend a briefing with the class teacher/group leader beforehand to inform you about the visit. Voluntary helpers should be clear about their roles and responsibilities during the visit.

You must;

- Do your best to ensure the health and safety of everyone in the group. Speak to the group leader or teachers if you are concerned about the health and safety of the pupils at any time.
- Not be left in sole charge of a pupil/pupils except where it has been previously agreed as part of the risk assessment and you have had a DBS check by school.
- Follow the instructions of the group leader and school staff and help with control and discipline. The group leader sets and leads the rules, routines and expectations for the day.
- Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times.
- Inform a member of school staff if you need to leave your group for any reason.
- Let the class teacher know immediately if there is a medical or other emergency. The class teacher is responsible first aid and for contacting the school and associated parents in emergency situations.
- Not smoke or consume alcohol on the school visit.
- Not use your mobile phone or take photos of the children.
- Accompany your group back to the classroom at the end of the visit.

Additional Information

- Volunteers may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.
- Volunteers may not bring any siblings or additional children on a school trip.
- If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.
- Please respect and value your child's independence and social interaction with their group and peers.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed.
- When walking in public places, volunteers should encourage children to walk in twos rather than in a group.
- 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. If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

Thank you!

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I have read and understood the Parent, Carers and Volunteer Guidelines on school visits and agree to follow them.

Volunteer Name _____ Signed _____ Date _____

Child's Name _____ Year group _____ Visit _____

This slip, once signed is to be retained by the group leader with the visit paperwork.