

## **Volunteering for school trips**

We encourage and are very grateful for parents who volunteer for school trips and other events. Without your help, many trips and events could not take place. We are very lucky to have a range of world-class museums and galleries within a very short (and free) train and/or bus ride. It is part of the ethos and values of our school to ensure that children get an opportunity to experience the wealth of cultural and educational opportunities that a world city like London can offer.

When we invite volunteers to go with us, we will choose who goes on a one-off basis. Our decisions will be based solely on safety and what is best for the children and the teachers' decisions are final. As part of the process of planning for a school trip, we will make risk assessments and part of these will be assessing how many volunteers we will need to ensure safety. Exceeding the number of adults needed to ensure safety could be as dangerous as having too few. When we make the decision, we will need to be assured that volunteers will be committed to following our golden rules and our school expectations. If you have agreed to follow our home school contract, we will be assured of this.

An itinerary and timetable will be given to you on the day of the trip and there will be a briefing for all volunteers before you leave.

For everybody's safety, we ask that you observe the following guidelines;

The group is to stay together at all times – no parent may take children to the toilet or out of the eyesight of a member of staff at any time.

In case of any incident or emergency, staff members will have a direct line to the school and will be directed by the Headteacher and/or Senior Leadership Team accordingly. It is your responsibility to adhere to such instructions and not to make decisions yourself. We are linked to a live school visits system, which will advise us on the best action and, if necessary, the safest route back to school. As always, use of mobile phones or social media and contact with the press is strictly prohibited, particularly in such circumstances.

We ask that you do not use your mobile phone whilst on a school trip. No photographs of children can be taken or stored on any equipment other than school equipment, no posting, before during or after the trip can be made on social media and you must follow the schools Acceptable Use Policy on the use of electronic equipment. This is a legal requirement and is essential to safeguard the children.

Please praise children for behaving well.

Remind children that they are representing the school and they have a responsibility to set a good example at all times.

Encourage children to use their manners.

Refer to the Golden Rules and praise them for following them.

If the children are given work to complete, it is important that you support them, but don't do it all for them! Guide them to discover the answers as much as possible.

Whilst you are supervising your group, we expect you to accompany us all the way back to the school grounds or to the agreed collection and pick up point, if this is different.

If you have concerns of any sort, please inform the teacher as soon as possible.

Please remember that you are here for all the children in your group and class and have a responsibility to ensure the safety of all children.

As a volunteer you, are in the equivalent position of a member of the school staff; please comport yourself in the way that we would expect from a staff member.

Failure to follow these guidelines will mean that we will not be able to accept your help on future trips.

If you have any questions or queries about this please let us know.

[Last updated: June 2024]