



## **Educational visits and trips guidance for parent or carer volunteers**

Thank you for volunteering to accompany our pupils on an educational visit or trip. 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 this guidance and complete the google form agreement to acknowledge the school's expectations of you as a parent / carer volunteer. The link to this form has been emailed to you.

### **Trip selection process**

Parent / carer volunteers are selected on a first come first basis. The process is as followed:

1. A letter is emailed regarding an upcoming educational visit or trip. Within that letter parent / carer volunteers are requested, if they are needed.
2. Parent / carers wishing to attend the educational visit or trip, email the trip leader to express their interest in attending.
3. The trip leader collects the names of those wishing to attend in order of email receipt.
4. Parent / carers are then informed if they can or cannot attend the educational visit or trip.

### **Parent / carer volunteer duties**

As a parent / carer volunteer on an educational trip or visit, your main duties are to:

- ensure the safety and security of pupils
- support the teacher / school staff
- 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 guidance at all times and are aware of your responsibilities with regards to representing the school.

### **Responsibilities of the school**

The school agrees to:

- let you know, the overall agenda for the day and to inform you if this changes
- explain your tasks carefully and ensure you are clear about how we would like you to engage with pupils
- share the Behaviour Policy with you to help you understand how we manage pupils' behaviour and to ensure that the pupils you work with behave and work well. We will never ask you to deal with difficult or challenging behaviour or to carry out a task that you feel uncomfortable with.
- treat you with respect and care
- share relevant information about the pupils you are working with
- treat anything you tell us with confidentiality

### **Expectations of parents / carers volunteers**

As a parent / carer volunteer, you are expected to:

- understand that the teacher in charge will be responsible for the conduct of the visit or trip and that you are willing to undertake any reasonable duties, as a parent / carer volunteer, that the teacher or any other accompanying member of staff may ask you to perform
- accept that the teaching staff are responsible to the Local Authority for the safety of the children and you that you agree that for that purpose you will be under the supervision of the teaching staff and will follow any instructions they give, including any instructions affecting your child of whom you are parent / carer
- understand that school staff are responsible for any medication and / or first aid, whilst on the trip or visit. If there is a medical emergency, you must let your group leader know immediately
- dress appropriately for the trip or visit
- understand that you may not have your child in your group
- model acceptable behaviours and uphold the positive image of the school whilst out in public. If you experience any difficulties within your group, you should inform the trip leader as soon as possible

- adhere to the relevant policies and / or procedures - these will be provided to you before the trip takes place should they be needed
- return to school with the children after the completing of the visit or trip
- accept that the school is under no liability for any injury, illness or loss that you may sustain, as a result of this educational visit or trip in the performance of your duties as a parent / carer volunteer.

You must not:

- take children to the toilet, unless accompanied by school staff member
- smoke, vape or consume alcohol at any point during the trip or visit
- use your mobile phone or take photos of the children during the visit or trip or share information on social media or via messaging apps
- bring any siblings or additional children on a school visit or trip
- share any information you have seen or heard with friends, family or another child's parent
- leave your group at any time, without notifying the group leader
- purchase any items for your group or child

**Any parent / carer who does not follow the guidelines above will not be invited to attend on any future educational visits or trips.**

You must inform the school if you are unable to attend a trip or visit by telephoning the school office on **020 7274 7631** or email: [admin@sudbourne.com](mailto:admin@sudbourne.com) as soon as possible.

### **Safeguarding**

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.

We are not required to obtain a DBS check for volunteers, who are supervised at all times.

Our Leadership and Management Team, all have the authority to refuse the help of parent / carer volunteers, if they believe that it would not be in the best interest of pupils.

### **Confidentiality**

We ask all parent / carer volunteers to work to a policy of confidentiality. It is 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 Leadership and Management Team upon our return from the trip.

If you have any queries about our guidance, please do not hesitate to let us know. You can contact the **Head of School** via [admin@sudbourne.com](mailto:admin@sudbourne.com) and they will answer any queries you have.

The next review date for this guidance is: September 2026