



SOUTH GOSFORTH FIRST SCHOOL

Guidance for Volunteers & Helpers for School Visits

These guidance notes have been written to support both school staff and parent helpers. If you have any questions about a school visit, please see the class teacher. We do appreciate your help on such occasions. It would be difficult to organise visits outside school without parent volunteers –thank you for your help!

Before any visit a short meeting will be held to explain to all helpers the following:

- The purpose of the visit
- Role and responsibility of supporting adults
- Any particular needs of individual children or groups of children
- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Notification of who the team leader, first aiders and road crossers are
- Notification of appropriate clothing to be worn (this information will be sent out to parents prior to the visit)
- Expectations with regards to confidentiality
- Expected level of behaviour and an awareness of Professional Codes of Conduct

In addition:

- Parents are asked not to use mobile phones when with the group.
- Parents may not have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- When children are eating (packed lunch or food provided) parents are asked to discourage the sharing of food due to complications that may arise from food allergies.
- If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher or Teaching Assistant will be responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
- If you need to leave your group for any reason, please inform another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way and no gifts should be bought for individual children or groups.

Confidentiality

It is very important that all staff, parent volunteers and other adults working to support our children work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. 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 here have the responsibility of informing parents of any concerns about a child.

Volunteers working alongside our staff and children should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside of school.

Volunteers are asked not to use the time that they are helping out to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment to speak to the class teacher (either through the school office or directly with the member of staff.)

Other Important Points to Note

Volunteers are respectfully asked that they dress appropriately for the visit.

Please do not worry about your child's behaviour while you are helping, as often he/she will behave quite differently if a parent or carer is present. Most children soon get used to their parent / carer helping and settle down after a period of time.

Please do not administer medication to any child(ren). This is the responsibility of the class teacher / person responsible for first aid.

Please don't have favourites – As humans we are drawn to certain individuals, but it is important that all children are given equal time and attention.

Please encourage the children to be independent - We expect children to try everything themselves before we help them.

Please do not lift, carry or move a child in any way.

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 Head teacher on return from the trip.

**In case we forget to say, please be assured that we really do appreciate your help
We couldn't do the lovely trips and visits without you. Thank you!**

Mr. Adams
Head Teacher