

# HELPING ON A SCHOOL TRIP



## Introduction

Thank you for offering to be a helper on the class visit. Due to adult / child ratios, trips would often not be possible without volunteer helpers. Here are some guidelines to help you make the most of this experience; for yourself and for the children.

Taking a group of school children on a visit is not the same as taking your own children out. There will be some things the children are not allowed to do. The leader of the visit will have assessed the risks involved in particular activities against strict guidelines and decided which things are safe and which are not. Please keep to these rules.

If you have any further questions regarding helping on a school trip, please contact the school.

## On the day

- 1) Please ensure you arrive in school in good time for the trip. Let the office know that you are in school.
- 2) Ensure that the class teacher / trip leader gives you:
  - A list of children in your group. Ensure you know about any particular medical needs, eg inhalers, travel sickness, etc.
  - A risk assessment. This will be provided by the school and lets you know about any particular hazards including those associated with transport.
  - A timetable of the day outlining any activities the children will be involved in.
  - Please return any documentation back to the teacher at the end of the day.

## General Guidelines for School Trips

### 1. Your own belongings

Wear appropriate clothing and carry spares, if appropriate, and wet weather gear. You are representing the school, so please observe any school rules **such as no smoking or vaping**. Wear things appropriate for the day – something that is easily recognisable by the children in your group can also be helpful. A watch is essential.

We understand that you will want to bring your mobile phone with you. Please can we ask that you use it only in the case of an emergency.

If required, please bring your own lunch and refreshments.

### 2. Health and safety

The health and safety of the whole group is the responsibility of the teacher, but you must take responsibility in the first instance for the group of children in your care. Find out who the first-aiders are on the trip and what you can and cannot do yourself. Please also make staff

aware of any medical conditions that may affect you and so restrict the activities that you can do during the day.

Count the children whenever you enter a new area and when you leave again.

On the journey, sit near the children in your group. Make sure that seat belts are secure and that the children stay in their seats for the whole of the journey. Make sure that the children's bags are stowed safely and are not blocking the aisles. Talk to the children about what they can see on the journey.

Count your group each time you get on to the coach, and again just before you leave it. Remind children to leave the coach sensibly and to stand at the side of the vehicle and wait for you. They should never cross the road or move in front of or behind the coach without your direct instruction and supervision.

### **3. Behaviour**

Make sure you know what the rules are and that the children follow them. Alert the teacher immediately if you are having difficulties with the behaviour of any child.

### **4. Photographs**

It is NOT POSSIBLE to take photographs of your child or any child on a school trip.

**Thank you for volunteering to join us on our trip. It is greatly appreciated!**

If you require this information summarised in another language or format please contact the school office on:



01388 730283