

St Mary Magdalen's Catholic Primary



School Trips Volunteer Handbook

We are very grateful to parents/ carers who support St. Mary Magdalen's Catholic Primary School when attending trips and events outside of school. Without this support the visits would be unlikely to go ahead.

However, certain procedures that must be adhered to for the safety and protection of children, parents and staff. We are committed to safeguarding and expect all volunteers to share this commitment.

The following must be maintained in the interest of all.

- For a variety of Health and Safety reasons, it is very important that we know exactly who is on school premises and who is accompanying a school trip. We therefore ask all parent/helpers who are accompanying a school trip to report to the school office and sign in before making your way to the classroom.
- Mobile phones and other communications devices such as smart watches, tablets etc. must be kept in silent mode and must not be used (for any purposes) while in sight of the children. If you urgently need to use your phone you must wait until a time when you can step away from the group, ensuring the children are properly supervised and another adult is aware that you are stepping away.
- No photographs of children should be taken unless specifically asked by a member of school staff. These must only be taken using a school camera or ipad.
- Parents/helpers must not be alone with a single child at any point.

- Parents/helpers may be asked to escort children to the toilets. If this happens, you must ensure the children are always in pairs or groups. You should check the toilets thoroughly and ensure the children are supervised, particularly if members of the public are present. You should immediately alert a member of school staff if you have any concerns about the safety/appropriateness of the toilet area and facilities.
- Parents/helpers will not be expected to administer any medicines or first aid; this will be the responsibility of the school team. However, you must familiarise yourself with who the first aiders are in case of an accident.
- While you are on the school trip it is important to remember that you are there to look after all the children in the group and not just your own child. You should not do anything which could be seen to favour one child over any other. You may be asked to supervise a group which does not include your own child; this is at the teacher's discretion.
- All adults must speak kindly and sensitively to all children. We are there to care for and nurture them.
- Cigarettes and e-cigarettes should not be smoked in sight of the children and hot drinks should be in closed containers.

Safeguarding

If you have any concerns that a child has been harmed or is at risk of harm, you must inform a member of school staff immediately so that they can inform the designated lead. If a child tells you something

in secret, you must tell the child that you will have to tell someone else so they are kept safe.

Confidentiality

Parents/helpers may occasionally become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact. Any conversation related to such information with people who are not school staff is a breach of the pupils' and the school's confidence.

It is very important that all adults treat the information they hear or see as being in absolute confidence and entirely a matter within the school. You may find that parents who are friends will ask about their child or the trip. It is very important that you clearly suggest that if they are worried in any way then they must discuss the matter with the class teacher.

If you are concerned about a child for **any** reason, speak to a member of school staff, do not speak directly to the parents of the child.

Talking to the children

During the school trip, talking to the children and asking them questions is a very useful way of helping them to think and learn. Don't worry if you feel you can't explain it properly, the important thing is to encourage the children to think and talk about what they are doing. If at any time when working with a group, you feel that a particular child is not responding to you or is making it difficult for you to work with other children, do let the class teacher know.

Supervising the children

Like all other adults in school, you must have high expectations of children's behaviour. The children should be courteous, use polite language and listen when others are speaking. Encourage them using praise and by setting a good example. If any child misbehaves, please make sure that the teacher knows about it. The aim is that everyone shows each other care and consideration and is reminded of the school's behaviour code. Below are some ways you can help reinforce good behaviour:

- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- They should refer to you as Mr/Mrs/Miss/Ms even if they know you outside school.
- Be friendly towards them and praise the children wherever possible.
- Model behaviour – if the teacher asks the class to stop, show the children what to do.
- Avoid shouting. If you speak normally they will have to be quiet in order to hear what you are saying.
- Give clear and simple instructions.
- Don't be afraid to quietly and calmly correct a child that is misbehaving but never manhandle the children at any time. If in doubt, speak to the teacher.
- Do not let the children become 'silly' or over-friendly with you. They must learn to behave appropriately towards adults who are not close friends.
- Encourage them to be polite to one another.

In the event of an emergency

The team leader has sole responsibility for contacting the appropriate emergency services, the school and/or parents. No other phone calls should be made by any other member of the trip team unless you are asked to do so by the team leader.

You should follow the instructions given by the group leader/class teacher and always act to promote the safety of the children.

In the event of a serious accident, there is an expectation that parents/helpers will not speak to the press or any other person. The school will seek advice and share information as appropriate. This is to safeguard and protect all those involved.

Before the visit

A short meeting will be held to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes
- Roles and responsibility of supporting adults
- Any particular needs of individual children or group 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 and notification of clothing to be worn (as appropriate).
- Expectations with regard to confidentiality, safeguarding and behaviour.
- Access to information related to specific needs of individual children and/or staff.
- Expected behaviours and awareness of school behaviour code.

