



EDUCATIONAL VISITS & TRIP PROTOCOL FOR PARENTS / VOLUNTEERS

The Collett School

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Parent/Volunteer helper duties

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

- Ensure the safety and security of pupils.
- 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 protocol at all times and are aware of your responsibilities with regards to representing the school.

We will attach an agreement slip to this document. We ask that you sign and return this to school to confirm that you have read, and agree to, the conditions outlined in this protocol.

Responsibilities of the school

The school agrees to:

- Explain your tasks carefully and ensure you are clear about how we would like you to engage with pupils.
- Treat you with respect and care.
- Share relevant information about the pupils you are working with.
- Let you know the overall plan for the day, and to inform you if this changes.
- Treat anything you tell us with confidentiality. We will never ask you to deal with difficult or challenging behaviour, or to carry out a task that you feel uncomfortable with.

Expectations of parents/volunteers

As a parent/volunteer accompanying school visits or trips, you are expected to:

- Do your best to ensure the health and safety of everyone in your assigned group.
- Follow the instructions of the group leader and school staff, and provide support with control and discipline, ensuring the pupils in your group follow all instructions.
- Dress appropriately for the trip or visit.
- Model acceptable behaviours and uphold the positive image of the school whilst out in public.
- Work cooperatively and professionally with staff.
- You must inform the school if you are unable to attend a trip or visit by telephoning the school office on 01442 398988 as soon as possible.

You must not:

- Smoke, vape or consume alcohol at any point during the trip or visit.
- Use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps.
- Share any information you have seen or heard with friends, family or another child's parent

Guidelines for trips and visits

Please ensure that you have read and understood the following guidelines:

- Unless the school has conducted an enhanced DBS check for you, you will always be with a member of staff from The Collett, who will explain the task, what is required of pupils, and your role within the group. If you are unsure of what you have been asked to do, please speak to the group leader immediately
- You may not always have your own child in your group – you will be given a list of pupils for whom you are responsible
- You must not be left alone with a child at any time
- Toileting and intimate care must only be carried out by a member of staff from The Collett
- You cannot smoke or consume alcohol at any point during the trip or visit
- You cannot use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps
- You must not share any information you have seen or heard during the trip or visit with friends, family or another child's parent
- You must not leave your group at any time without notifying the group leader
- Group leaders are responsible for all first aid and medication. If there is a medical emergency, you must let your group leader know immediately – they are responsible for contacting the school in emergency situations
- You are not permitted to bring any of your child's siblings or additional children on a school trip nor arrange for anybody to meet up with the group during the trip
- If pupils have been asked not to bring spending money, you should not purchase items for your child or group
- You should prepare your child for the experience in advance by explaining that you will be attending the trip or visit to help all pupils, that the teacher is in charge, and that they have to do what the teacher has requested
- You must not buy your child gifts, souvenirs or ice creams etc, unless it's an opportunity available to all children as part of the planned itinerary of the trip
- You must not use the time spent on the trip to deal with issues regarding your own children, e.g. asking staff about their progress
- If you experience any difficulties within your group, e.g. inappropriate behaviour, you should inform the group leader as soon as possible
- At the end of the trip or visit, you must accompany your group back to the classroom or alternative pick-up location
- Any parent/volunteer who does not follow these guidelines will not be invited to accompany any future trips or visits

Security

On arrival at the school, you must sign in at the school office. Here, you will be given a volunteer's badge. This badge must be worn at all times. You must return the badge to the school office at the end of the trip and sign out before you leave the premises.

A member of staff will meet you at reception and escort you to your group.

If the fire alarm sounds whilst you are on the school premises, you will be led to the designated meeting point where a register will be taken, and a member of staff will inform you of what to do next.

Safeguarding

We are not required to obtain a DBS check for volunteers who are supervised at all times, e.g. those who accompany pupils on one-off trips that do not involve overnight stays.

The Head of School has the authority to refuse the help of parent helpers if they believe that it would not be in the best interest of pupils.

If you have any concerns about a child's safety it is imperative that you notify a member of staff, who in turn will contact a member of the Designated Safeguarding Leadership team. That team consists of Mr Macbeth-Seath (Designated Safeguarding Lead), Mr Hoult-Allen, Miss Witter, Mrs Gray, Mrs Lulham and Mrs Self.

In the scenario that you raise a concern, the DSL will be notified by an employed member of staff and this will be added to our safeguarding system (CPOMS). The DSL will then take appropriate action based on the information. If you have a concern, please raise it. It's far better to be safe and raise the concern than not. The DSL can be contacted via dsl@bluetangerine.herts.sch.uk or via the school telephone number.

If you have a concern about the conduct of a staff member, these concerns will need to be raised directly to the school Head of School.

Please be aware that supporting young children will come with responsibilities to keep them safe, but also to respect their privacy. Therefore, please do not take any photographs on your phone that are of other children. A number of our young children have arrangements in place whereby their images cannot be shared, which may indeed be in place to keep them safe, so please respect this rule.

You can find a copy of our Safeguarding and Child Protection Policy on our school website, should you wish to find out more about safeguarding provision in our school.

Confidentiality

We ask all parent helpers to work to a policy of confidentiality. You may see pupils struggling with tasks, getting dysregulated, or hear information concerning a pupil whilst you are with us. It's 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 another 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, Head of School upon our return from the trip.

Monitoring and review

The Educational Visits and Trips Protocol for Parents/Volunteers is reviewed on a regular basis by the Head of School, EVC and governing board.

If you have any queries about our protocol, please do not hesitate to let us know. You can contact the school office via admin@collett.herts.sch.uk or 01442 398988 who will answer any queries that you have.

Parent/Volunteer Accompanying Trips or Visits Agreement

Thank you for volunteering to accompany our pupils on this trip/visit. 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 our Educational Visits and Trips Protocol for Parent Helpers and sign this form to confirm your agreement to the school's expectations of you as a parent helper or volunteer helper.

I confirm that I have read and understood the Educational Visits and Trips Protocol for Parent/Volunteers and agree to follow these guidelines.

I understand that by not following these guidelines, I will not be invited to accompany pupils on any future trips.

Name: _____

Signed: _____ Date: _____

Child's name: _____ Class: _____

Visit you are accompanying: _____

Please return this form to Mrs Funnell.