



## **GUIDELINES FOR HELPING ON EDUCATIONAL VISITS**

Well planned and implemented educational visits provide our pupils with valuable experience which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

The following guidelines support the planning and implementation of educational visits organised by Halsford Park Primary School. Volunteer helpers are needed to ensure an appropriate adult:child ratio. Whilst we hope you enjoy the visit, you are expected to be actively helpful in order to ensure the experience is of value for the children.

**The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Class teachers retain overall responsibility for the group at all times. In case of a conflict of opinion regarding a particular child, the class teacher has the final say as school visits take place during school hours.**

### **WHEN YOU ARRIVE AT SCHOOL:**

Please make your way to the classroom to await further information about the visit.

### **ALL ADULTS MUST:**

- Do their best to ensure the health and safety of everyone in their group
- Care for each individual pupil as any reasonable parent would
- Remain with their group at all times
- Follow the instructions of the teacher and help with control
- Wear a high-visibility jacket

### **WHEN WALKING ALONG THE PAVEMENT ADULTS MUST:**

- Walk on the outside of the pavement
- Ensure children are well away from the road
- Not walk along with other parents

### **WHEN USING TRANSPORT ADULTS MUST ENSURE CHILDREN:**

- Do not rush towards the transport
- Wear seatbelts on coaches and remain seated on all journeys
- Stay clear of any automatic doors/manual doors after boarding or leaving the transport
- Listen carefully to instructions after leaving the vehicle

Please could adults ensure bags do not block aisles on transport. If a child feels unwell while travelling, tell the class teacher or teaching assistant.

### **IF A CHILD IS HURT OR UNHAPPY**

Ensure that a teacher or assistant is told immediately. Minor injuries may be sorted out using a basic First Aid kit, administered by the first aider.

### **CONFIDENTIALITY**

We ask you to respect the rights of each child. Whilst on a visit you may hear or see things which must remain confidential for the sake of the child. However, if you have any concerns please speak to the class teacher.

### **BEHAVIOUR**

Children are to display our Core Values at all times:

## **COURAGE – RESPONSIBILITY – COMPASSION – RESPECT**

<b>Courage:</b> be brave; believe you can	<b>Responsibility:</b> make good choices because your actions matter	<b>Compassion:</b> show care and understanding for everyone	<b>Respect:</b> value everyone and everything in how you listen, speak and in what you do
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If any child in your group needs help in showing the Core Values, please tell the teacher straight away.

### **IF A CHILD ASKS TO GO TO THE TOILET**

For the protection of both adults and pupils, **all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.** When children are taken to the toilet, this should be done in groups.

### **PHOTOGRAPHS**

School staff usually take photographs of school visits to enhance pupils' learning once back at school. Parents and volunteer helpers are not permitted to take photographs of children (except their own), but may take photos of other subjects.

### **MOBILE PHONES**

The section on photographs also applies to cameras on mobile phones. In addition, all adults on visits are expected to use a mobile phone only for essential calls rather than social calls or to access the internet/emails. If it is necessary to make or receive an essential call, please wait until children are having a snack or lunch break.

### **SAFEGUARDING**

Halsford Park Primary School is a place for children where responsibilities for safeguarding are taken seriously. It is the responsibility of every adult on an off-site visit to ensure that we maintain the highest level of awareness about possible unsafe practices and deal with any issues immediately and appropriately. If any helper is concerned that a child has been harmed, is at risk of harm, or receives a disclosure, they should contact the class teacher as soon as possible.

The information given will be passed onto the Designated Safeguarding Lead (Mrs Spencer, Headteacher).

All safeguarding arrangements are reviewed regularly.

### **SECURITY**

We are required to check the suitability of volunteers working on visits, including parents and require volunteers to hold current DBS clearance.

# **THANK YOU FOR HELPING**