

Health and Safety

- If accompanying children on an educational trip, please familiarise yourself with the risk assessment for the trip (this can be done verbally by the class teacher).
- Please follow safe working procedures and **seek advice if unsure.**
- Use equipment according to the training and instructions given.
- Report any unsafe situation to a member of staff.
- Report any injury resulting from an accident.
- Do not give children any additional food or snacks - they may have allergies you are not aware of.

Fire evacuation/procedures

- Familiarise yourself with the fire evacuation routes within school or whilst on a trip

Emergencies on School Trips

Inform a member of staff as soon as possible. If you can not contact the class teacher, please contact the school office. The phone number is 0114 2883106

Confidentiality

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.

Thank you

Finally, thank you for your help in school. We appreciate the support and time that you are giving our school.



Tel: 0114 2883019

Stocksbridge Nursery Infants Parent Helper Guidance for School Visits.





Thank you!

Thank you for volunteering to join us on our school visit. School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper and we appreciate your time. You will have an important role to play in the success and safety of the school trip.



Role of the Volunteer

- To be responsible and look after all of the children in your group, including learning their names and being familiar with their medical needs. If necessary, your child's class teacher will give you a list of any children's medical needs.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip. If you need to leave your group for any reasons, please let a member of staff know first.
- To promote **polite, respectful and courteous** behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.

Safeguarding

If you have any concerns about the health and safety of a child or young person or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Mobile Phones and Social Media

We ask that you do not use your mobile phone during the visit except in an emergency. This includes using your phone to take photographs of any children or staff. If you need to use your mobile phone, please ask a member of staff for advice regarding the best place to use it. School staff adhere to school policies regarding the use of their mobile phone

