



Lady Boswell's Primary School

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experience.

If you are happy to take part in an Off-Site visit as a Volunteer Helper, please read, sign and return this form. For Off-Site visits, volunteers with a DBS check will be given priority over other volunteers.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group.
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- 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.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the control and direction of school teaching staff.
- Show a commitment to their group, an interest in the focus of the visit and assist in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest.
- Follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not allowed to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets before, during or after the school trip.
- Volunteers must ensure that any communication about the trip is via the staff or the office. Parents must not send updates regarding the trip to other parents who are not on the trip as this causes confusion.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

Emergencies

You are expected to inform a member of staff as soon as possible if there is any form of an emergency.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- I have read the Volunteer Policy and Code of Conduct (available on the school website under *Parents/ Volunteering in school*)
- I agree to the terms and conditions as stated above and in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion
- I will treat any information I may hear about children as confidential and will not discuss it out of school

Signed:

Please print name: