

Dos

- Stay with your allocated group of children, ensuring that their well being and safety is maintained for the duration of the school trip.
- Ensure that your group behave in a polite, respectful and courteous manner towards each other and members of the public. We all go as ambassadors of our school.
- Ensure children are reminded to look after their belongings.
- Talk to the children in your group about what you are seeing and doing. Please support them to complete any task that they have been given, but try not to do the work for them.

Don'ts

- Do not take photographs of children, or share information about the trip on social media.
- Do not give/buy your group treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- For health and safety reasons, please do not smoke, use your mobile phone, or drink hot drinks or alcohol while you are with any children, including your own.
- Please do not share staff contact details with other parents or use them outside of the trip.
- Do not contact other parents via social media whilst on the trip. Any information about a child or the trip in general will be shared with other parents by the teacher if appropriate.



Staples Road Primary School

Helping on a school trip

Thank you for offering to be a helper on a school trip. We really appreciate your help, as it would be difficult to run out of school activities without the support of parent helpers. Here are some guidelines to help you make the most of this experience, for yourself and the children.

In case of emergency phone

School Office: 0208 5081241

Before the visit

The teacher leading the visit will give you some information about the visit and what he/she wants the children to learn during their visit.

Taking a group of school children on a visit is not the same as taking your own children out. There will be some things that the children are not allowed to do. The leader of the visit will have assessed the risks involved in particular activities against strict guidelines. Please keep to these rules.

First Aid

There will be a member of staff who is the designated first aider. 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 for your own child.

Transport

If a coach journey is involved, please help the children to fit seatbelts and ensure they remain seated with their seatbelt fastened at all times. Children are not allowed to eat on the coach and may only drink water.

Toilets

If the children in your group need to go to the toilet, please take the whole group, and wait outside the toilet entrance until the whole group is ready.

If you are working with our younger children, please go into the toilets to check they are ok, and make sure they wash their hands afterwards.

Emergencies

Please inform a member of staff as soon as possible, in the case 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 office.

Volunteers are to be guided by the staff in the event of an emergency and are not to pass on any information to parents/carers or the press about an event that may have occurred, including posting on social media.

Feedback

After the trip, we'd like to know what you thought of it as an educational experience for the children. If you have any comments, or suggestions on how we could improve the trip in the future, please speak to Miss Stephenson (Educational Visits Co-ordinator).