



## Short Term Volunteer Procedure

These guidance notes have been written in conjunction with the school's policies on Volunteering and Educational Visits. If you would like to volunteer to assist with an Educational Visit, please make arrangements to do so in liaison with the class teacher. We do appreciate your help on all Educational Visits - it would be difficult to organise visits outside school without volunteers.

The procedures set out below provide guidance for assisting during Educational Visits:

- Parents/Carers may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags if needed
- The class teacher is responsible for **ALL** First Aid and medication
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g. when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please ensure you are with another adult and inform the class teacher

Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, a member of the Leadership Team on return from the trip.

**Volunteers attending any Educational Visit must not be left alone with children if they do not have an enhanced DBS clearance and should sign to say they have read and understood the school's Volunteer Code of Conduct & Confidentiality.**