

Crookham CE (A) Infant School - Volunteer Policy

OFF-SITE VISITS VOLUNTEERS

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: You will have an important role to play in the success and safety of this school trip.

Please confirm your agreement by signing the attached Volunteer Agreement form. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after all of the children in your group equally
- to stay with your allocated group of children, ensuring that their wellbeing 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,
- to contact your child's class teacher or a 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 direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs, labels or other 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

- bringing additional children on the school trip.
- re-organisation of the school visit groups.
- smoking, drinking alcohol or engaging in any illegal practices.
- taking photographs of children.
- giving or buying their group treats before, during or after the school trip.

First Aid

For each school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medical 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. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. 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.