

MERE SCHOOL

Guidance for Staff and Helpers on School Trips

Pupils can derive a good deal of educational benefit from taking part in visits with the school. They have the opportunity to undergo experiences not available in the classroom. Visits help to develop pupil's investigative skills and longer visits in particular encourage greater independence. This sheet is designed to help us all ensure that pupils stay safe and healthy on school visits.

SCHOOL STAFF

We will ensure that:

- Adequate child protection procedures are in place.
- A risk assessment has been completed and the appropriate safety measures are in place.
- Pupil/adult ratios are appropriate.
- Parents have signed consent forms.
- Arrangements have been made for the medical needs and special needs of all the pupils.
- Adequate first aid provision will be available.
- There is adequate and relevant insurance cover.
- The mode of transport is appropriate.
- Travel times out and back are known.
- A school contact has been nominated and the teacher in charge has the details.
- The teacher in charge has a copy of the emergency procedures.
- We review visits and make adjustments as necessary.

- We undertake and complete the planning and preparation of the visit including the briefing of helpers and parents.
- We will consider stopping the visit if the risk to the health or safety of the pupils is unacceptable.
- The helpers will have the details of pupils' special educational or medical needs which will enable them to carry out their task effectively.

HELPERS / PARENT HELPERS

School trips could not take place without the extra support of parents and helpers. We are sorry but an educational visit is an exhausting experience!

Please can you:

- Do your best to ensure the health and safety of everyone in your group.
- Follow the instructions of the teacher in charge and help with control and discipline.
- Speak to the teacher in charge if you are concerned about the health and safety of pupils at any time during the visit.
- Follow the school policy of a non-smoking and alcohol free environment.
- Please be aware you may not be working with your child.
- Turn off mobile phones except in an emergency.
- Remember that you will be working with a variety of different children. Please remember that work done with school is confidential and should not be discussed with others outside the school. The teacher in charge will contact parents when necessary.
- We put much emphasis on being positive and giving the children encouragement and praise whenever possible.
- Encourage the children in your group to use their own knowledge and support them rather than supplying answers.

Please sign below to indicate you have received a copy of this guidance.

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I confirm that I have received, read and understand the guidance for helpers on school trips.

Signed..... Date.....