



Volunteer Helper Policy

Introduction and Welcome

School visits 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 a critical role to play in the success and safety of this school educational visit.

Selection of Volunteer Helpers for School Visits

On a school educational visit, we need enough adult support to make the visit viable, especially as ratios vary. Too few adults and we cannot access this important form of learning; too many adults and school staff have to manage an additional risk.

Please read and return this policy, and sign and return the helper's slip.

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

It is the professional role and responsibility of school staff to compose the list of helpers.

Those parents/carers who help in class on a regular basis or escort children on a school trip or take part in Regulated Activity will be required to complete a DBS check and other necessary vetting checks.

Details and application forms for this process can be obtained from the school office.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.

Role of the Volunteer Helper

Be responsible and look after, in equal measure, all of the children in your group; stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school visit.

Ensure that your allocated group behave in a polite, respectful and courteous manner 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 visit.

To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour that you are unable to manage.

To ensure that when necessary, children eat their packed lunches in a polite sensible manner and spend their pocket money (no more than the maximum amount agreed) in an appropriate fashion.

To ensure that children are reminded to look after their belongings. However, helpers are not expected to carry children's possessions.

To ensure that children are taken to the toilet at an appropriate time.

School staff expect volunteers 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/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

- additional siblings on the school trip
- re-organising of school visit groups
- smoking, drinking, inappropriate language ,use of mobile phones or any illegal or inappropriate practices
- taking photographs of children unless you are designated as a photographer;
- to give/buy their group individual treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip without agreement from the lead teacher.

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.

All other medicines and first aid box (es) will be carried by staff.

Emergencies or concerns:

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.

Thank you for adhering to this policy.

Please sign the Volunteer Helper's Policy below and return to school as soon as possible.



**ST MARY'S ROMAN CATHOLIC
PRIMARY SCHOOL
RICHMOND**

ST MARY'S RC PRIMARY SCHOOL

I have read the Volunteer Helper's Policy

I agree to the terms and conditions as stated in the policy.

I will support the children in enjoying the visit and actively contribute to the smooth running of the occasion.

Signed: _____

Name: _____

Date: _____