



### **Parent Helper and Volunteer Advice**

Thank you for coming along on the trip or visit today!! We really appreciate your help – as without it the children wouldn't be able to experience different places and people 😊

This leaflet is designed to give advice and make clear the code of conduct for adults attending trips and visits with our children. It also has a brief overview of our child protection procedures should you need them.

- Parents are asked to not have a group with their own children whilst on a trip. This is good practice. It allows all children to have an experience with their friends rather than family, and also ensures all adults are focused on their group.
- Parents and volunteers should never be alone with children – toilet visits, gift shops etc... should always be supervised by a member of the school team, or adults who have been through the relevant checks through Manchester Road.
- Parents and volunteers should never buy gifts or treats for the children. Any food, sweets, gifts etc... will be organised either by the school or through parents from home.
- First aid will only be administered by the person designated on the trip. If any child has an accident, please report to this person.
- No mobile phones should be used at all during the trip/visit. Please ensure phones are on silent, and hidden from sight. Please inform a member of the school team if you need to use it for an emergency – this allows the children to be supervised while a call is made away from the children.

- We have high expectations of adult behaviour on trips and visits, and all adults should be a great role model for our children.

### **SAFEGUARDING AND CHILD PROTECTION**

Although very rare, whilst on the trip or visit, there may be circumstances where children begin to talk about information which concerns you.

If you feel that a child is revealing information which suggests they are at risk, please follow the guidelines below:

- Just listen until the conversation is finished.
- Try your best to remember details.
- Do not question or lead the child.
- Report the conversation immediately to the teacher of the class.

Upon returning to school, please inform a member of our safeguarding team that you have reported to the teacher. The members of the team are:

Miss Leah, Mrs Simpson, and Mrs Smith.

Finally, have a great time with our children!!!

Please ask the teacher for **Gold** cards before you leave so you can reward the children for showing our 3 P's:

# PRIDE

# POSITIVITY

# POLITENESS

Thank You Again from all the team at MRPA