



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:

Mrs Taylor, Mrs Woods, Miss Leah and Mrs Pearson.

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