



Scotforth St Paul's CE Primary and Nursery School

Learning, growing and caring as part of God's family.

Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.



Procedures for accompanying a school trip

Thank you giving up your time to support the school and enable this trip to go ahead. Without volunteers, educational visits would be unable to take place.

In line with our safeguarding policy and to enable the trip to run smoothly, we ask that all adults:

- Are familiar with the itinerary for the day
- Talk to the visit leader if they are unsure of anything
- Have read and understand the risk assessment (with the understanding that some information is confidential e.g. individual medical needs)
- Have listened to and understood further information provided by the visit leader (usually the class teacher)
- Do not put themselves in the position where they are alone with a child or group of children, unless they hold a DBS certificate for Scotforth St Paul's CE Primary and Nursery School
- Only make physical contact with a child (not related to you) for safety reasons
- Do not accompany the children to the toilets (this will be done by a member of staff)
- Keep their mobile phones out of sight when with the children
- Inform a member of staff if their mobile phone needs to be used for any reason so that they can move away from the group
- Are vigilant when with the group to ensure the children are safe
- Report any concerns to the visit leader
- Remind the children of the expected behaviour, if necessary (positive reinforcement)
- Are familiar with who is First Aid trained and seek help from them, if necessary
- ENJOY YOUR DAY!

Name.....

Visit to

Visit Leader.....

I have read and understood the procedures for accompanying a school trip.

Signed.....

Date.....