



**St. Andrew's CE Primary School**  
**Guidance for Parents, Carers and Volunteers accompanying Educational Visits**

Thank you for agreeing to accompany Year \_\_\_\_\_ on their visit to \_\_\_\_\_.  
 We do hope that you will enjoy the experience.

Please read through the following checklist which will help you to support the staff and the children on this visit.

<b>Safeguarding</b>	
Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the visit leader/class teacher, or if you would rather, the Headteacher on return from the trip. I have read and understand the OCC guidance for volunteers working in school (overleaf)	
I understand that at all times I should be with an adult employed by the school	
I agree not to take images of the visit, including children, on my mobile phone	
I agree not to use my mobile to inform other parents/carers of the group's location	
I have read and signed the risk assessment for this educational visit	
I have disclosed to the visit leader/class teacher any personal medical issues which may affect the visit e.g asthma, epi-pen etc.	
I have been briefed with relevant and appropriate information relating to this visit e.g. nature and location of the visit, special educational needs etc.	
I understand who the visit leader is and from whom to seek advice e.g first aid	
I understand that parents may not always have their own child in their group.	
The class teacher will give parent helpers a list of children for whom they are responsible.	
Children are told that they must stay with their group and the group adult at all times.	
Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.	
The class teachers/teaching assistants are responsible for ALL first aid and medication.	
The visit leader/class teacher sets the rules, routines and expectations for the day. Please help the visit leader/class teacher and teaching assistants by ensuring your group follows all instructions e.g. when to eat and drink, where to meet etc.	
If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.	
If you need to leave your group for any reason, please inform another adult.	
If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups e.g sweets, ice cream etc.	

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you!**

Please be assured that your help is greatly appreciated.

If you have any worries or query, or any good ideas on how we can improve something, please let us know – we are always willing to listen.

**Chair of Governors** .....

