

MEADFURLONG SCHOOL

Guidelines for helpers on School Trips

January 2010

At Meadfurlong School we really value helpers on school trips. It helps us supervise the children, and we hope you have a really super day. There are a few points it is important that you know about.

- ◆ Every adult going on a school trip must complete an enhanced CRB check form. This is a requirement for anyone working with or near children
- ◆ You will be given instructions by the teacher about the timetable for the day, the children you will be with and what you are expected to do. If you are not sure at any time please ASK.
- ◆ Talk to your group about the trip, what they can see, what is going on or happening so that the children feel secure. Help them learn. Remember smile at them and praise them.
- ◆ On a school trip you can have your mobile with you, but it is NOT for any personal calls so please do not use it unless it is an emergency. You will have the school number, and the teacher's number.
- ◆ The children should stay close to you, please check that they are with you at all times. They should walk and not run. They should not make a loud enough noise to disturb any others. If you are not happy with the behaviour in your group ALWAYS tell a teacher.
- ◆ You will not be left with your group on your own you will either be with the teacher or the TA for the class. Make sure you stay with them.
- ◆ If you have to deal with first aid there will be a glove, tissues etc with you, your TA or your teacher. Make sure you wear a glove especially when dealing with any blood. Call a teacher or TA immediately.
- ◆ If a child says anything to you that worries you – tell a teacher straight away.
- ◆ If you hear or learn something about a child or the school whilst you are with us you must not repeat this to anyone outside school as it is confidential.
THIS IS VERY IMPORTANT
- ◆ Always dress appropriately, you may need a waterproof coat, and shoes you can walk comfortably in.

There are some important don'ts we must let you know about due to safeguarding procedures relating to children. You must keep to these.

- ◆ Never get into an argument, or hit, hold or manhandle a child
- ◆ Never use bad language or swear
- ◆ Do not smoke
- ◆ Do not bring any medicines, drugs or alcohol with you in your bag.
- ◆ Do not come into school if you have consumed any alcohol – the safe level in the blood is zero.
- ◆ Do not buy anything for the children in your group or bring anything with you for them – especially not sweets. (Remember there may be children with you who have allergies)

- ◆ Don't offer to look after anything for children – they should carry their own things. If it is a valuable item pass it on to the class teacher.
- ◆ NEVER take a child into a toilet cubicle, remember keep yourself safe. Wait for them outside, and tell a teacher if you are worried.

Finally have a good time! Children love trips out. They are enthusiastic, keen and interested. Tell them about what they can see in a museum, a farm or a wood etc. Tell them the proper names for what they see to extend their vocabulary e.g. the names of animals, the names of parts of a tree, what the exhibits are in a museum. Answer their questions carefully and appropriately.

We value your support you will really make a difference to the children's day!

THANK YOU

I have read and understand these guidelines

SignedDate.....