

Northway Primary & Nursery School



Parent Helpers Policy

Written: Feb 2017

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*S. Donnelly
Chair of Govs.*

THE ROLE AND RESPONSIBILITIES OF PARENT/VOLUNTEER HELPERS OF VISITS AND JOURNEYS

The main duties of parent/volunteer helpers on school trips and visits are;

- To ensure the safety and security of the children
- To engage with the children in order to enhance their learning experience
- To help ensure that all children, including their own, participate fully and independently in all activities

Further guidelines;

- Parents/volunteers are asked to read any briefing information which relates to the trip.
- Parents cannot bring any siblings or additional children on a school trip.
- Parents/volunteers should not leave their group/class at any time without notifying the teacher.
- It is school policy that children do not take money to purchase items in shops and parents/volunteers are asked to refrain from purchasing items, or food and drink, for their own child/group.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a child/children in their group should inform the class teacher as soon as possible so that the teacher can deal with any issues.
- 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.
- Parent/volunteers who are not CRB checked cannot take children to the toilets or take charge of a group.
- Parents who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the group leader and Head Teacher. This would contravene the risk assessment which has been agreed for the visit.
- When walking in public places parents should encourage children to walk in twos rather than a group.
- Parents should not take any photographs of children during the visit, all photographs must be taken on school equipment by the teacher or teaching assistant.
- 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 class teacher, or if you would rather, the Headteacher on return from the trip.

The class teacher and office manager make most of the arrangements for trips and visits including selecting parent/volunteer helpers.

Parents do not have a right to attend school visits and trips with their children. Refusal to allow a child to participate without that parent being present cannot influence the selection of parent helpers.

Parents are selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains the right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out above on a previous trip.

Thank you!

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy, but we do).

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.

Please sign below to agree to the above terms:

Parent/Carer Signature:----- Date: -----