

Parent Helpers on Trips

Guidelines and Procedures

Many trips would not be possible without the many parents and caregivers who are able to make the time to accompany and support classes.

At West Park School:

- To ensure clear communication parents helping on a trip are asked to read through the following guidelines on the day of the trip.

Guidelines for Parent help during all school trips

Key responsibilities

- Supervise pupils or groups of pupils as allocated by the classroom teacher
- Report all incidents or concerns to the teacher in charge
- Seek advice regarding any pupil concerns from the teacher, in the first instance

During Pupil Supervision

- Ensure that all students stay with the class group
- Ensure that students are not doing anything that will jeopardise their own, or anyone else's safety
- Evenly distribute yourselves among students when walking
- Minimise any mobile telephone conversation
- If a child needs to be spoken to for inappropriate behaviour, try and speak to them individually, as opposed to in front of a group. Verbally reinforce teacher expectations to pupils if their behaviour isn't appropriate
- Use discretion if the welfare and safety of any student is compromised whilst the teacher may be otherwise engaged

General Awareness

- Be aware of the first aid equipment location
- Smoking is not permitted whilst on our school trip
- The teacher in charge will inform you of identified possible hazards.
- No toddlers permitted on the trip (If their parent is a supervising adult)

Additional Guidelines and Details for Parent help relating to this specific trip

- *(details will be provided as appropriate by event organiser)*

If any of the above guidelines are un-clear please ask the teacher in charge for clarification

Reviewed: DECEMBER 2020