



St. Elizabeth's Catholic Primary School
Parent helper guidelines on educational visits 2023/24

Thank you for volunteering to accompany a school visit. Parent helpers play an important role in ensuring the Health and Safety of pupils during visits and assisting them in their learning. Please read the following guidance carefully. If you have any queries about the visit, please speak to the class teacher.

Covid Guidelines

At St. Elizabeth's every school visit will be planned and carried out in line with relevant coronavirus guidelines and regulations in place at that time of taking the educational visit.

This may include the observation of social distancing, the wearing of masks, hand washing and any other procedures to keep you and your students safe.

Currently, there are no Covid restrictions in place beyond good hygiene practices.

Guidelines

1. The class teacher will give parent helpers the information they need for the visit. This may include: a risk assessment, an itinerary for the day, and a list of children for whom they are responsible, if applicable. (Please note, parents may not always have their own child in their group).
2. All children are told that they must stay with their group and the group adult at all times. Please be vigilant at all times. When crossing a road an adult must always be in the road.
3. If the educational visit involves a coach journey, please help the children in your group fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has a sick bucket/bags, if needed.
4. The class teacher is responsible for ALL first aid and medication.
5. The class teacher leads the routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
6. Please do not give a pupil anything to eat or drink.
7. If a child in your group needs to use the toilet please ask a member of St Elizabeth's staff to take him/her. Parents are not allowed to take children to the toilet.
8. If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.

9. Please keep your mobile phone on silent and out of view during the visit except for emergencies. If you become separated from the group and need to contact the class teacher, please ring the school office on 02089403015. Occasionally a staff member may need to give you their own mobile number for you to use in an emergency. Please delete this from your phone at the end of the visit.
10. Parents are not permitted to take photographs (including with a phone) on a school visit unless they have been given this duty by the class teacher using a school iPad.
11. If you need to leave your group for any reason please inform the class teacher.
12. Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries, or safeguarding concerns during the visit, please direct these to the class teacher on return from the visit or please ask to speak to the school's Designated Safeguarding Lead, Mrs Samantha van den Driessche.

Please sign two copies of this form to show that you have read and understood the policy. Please return one to the class teacher on the morning of the visit.

Signed-----Print Name-----date-----