



Supporting a School Visit at Neville's Cross Primary School & Nursery

We greatly appreciate that you have volunteered your time and support. Without your support many of these experiences, particularly off-site, would not be able to be offered.

We hope the following information will provide you with an overview of what is expected from our adult volunteers to ensure our children can enjoy their visit to the full.

- Parents may not necessarily have their own child in their group. Class teachers make decisions for grouping children for a variety of reasons.
- Mobile phones and cameras are **not** permitted to be used at any time in the presence of children. If you are expecting an important phone call, please make the class teacher aware that you may need to temporarily leave the group to take a call.
- The class teacher will identify the group of children for whom you will be responsible – this may be in the form of a list.
- All children are told that they must stay with their group and the group adult at all times. Please be vigilant of children in your group and encourage them to listen to the teacher's instructions.
- When walking, particularly near busy roads or car parks, please be vigilant that all children follow the safety instructions given by their class teacher. Children will be asked to walk in twos rather than a group. School staff will position themselves at the front and the back of the line – please ensure you remain with your group in the middle of the line. Class teachers may ask for your assistance when crossing roads to check traffic/stand in the road while the group crosses. Staff will instruct volunteers as appropriate.
- If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts. The class teacher must check that all children and adults are seated before they alert the driver that the coach is ready for departure.

- School staff first aiders are responsible for ALL first aid and medication. The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions.
- If there is a medical or other emergency, please let the class teacher know immediately.
- If you need to leave your group for any reason, please inform a member of school staff.
- During the visit, children may ask to go to the toilet and there will be times when all children visit the toilet, e.g. for handwashing at lunchtime. Class teachers and school staff will take the lead for organising this. Toilets must be checked for members of the public before children can enter. Unless you have a DBS, you will not be asked to supervise children on your own, particularly in a sensitive area such as the toilets, to safeguard both you and the children. We ask that you do not enter the toilet yourself while children are in there, unless a member of staff is also present. You may, of course, escort your own child to the toilets. If you feel uncomfortable at any time, please let the class teacher or a member of staff know.

Safeguarding

If a child tells you something that causes you concern, please tell the class teacher or Head Teacher as soon as possible in an appropriate setting so that others cannot overhear. Do not ask the child any leading questions.

Confidentiality

- It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children upset, struggling to make good choices or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them.

In case we forget to say in the business of the day, please be assured that we really do appreciate your help. If you have any worries or a query, or any good ideas on how we can improve something, please let us know – we are always willing to listen. We would appreciate that you could text the school to confirm that you have read, understood and agree to follow the guidance.

Thank you!