

Guidance for parents & carers who support on school trips and visits

We are very grateful to parents/ carers who support St Elisabeth's CE Primary School when attending trips and events outside of school and without this support the visits would be unlikely to go ahead. Parents, carers and other helpers are a valuable asset to us in ensuring that our children take an active part in learning outside the classroom activities, and we appreciate the time and energy you give in supporting school staff to ensure children are kept safe.

Whilst your help and support is much appreciated it is very important that the adults supporting the trip have a clear understanding of their respective roles and responsibilities so that no one is placed at unnecessary risk. As a result there are certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all.

1. Mobile phones must be switched off and not used at any period during the time with the children.
2. No photographs or videos of children should be taken by a parent, carer or other helper unless specifically requested by a member of the school staff team. As a rule photos should only be taken using a school camera and be checked by the Headteacher before they are published on the school's website, or sent home if this is required.
3. Parents, carers or other helpers must not escort any child or children to the toilet.
4. Parents, carers or other helpers must not be left solely in charge of a group without a member of the school staff being present.
5. Parents, carers or other helpers must not administer any medicines or first aid. This is the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.
6. Parents, carers and other helpers may become aware of confidential information relating to children and other adults during the visit. Confidentiality is therefore to be maintained at all times. This extends to the use of social media before, during and after a school trip. Any concerns about the event should be brought to the immediate attention of the visit leader or headteacher at the earliest opportunity.

In the event of an emergency

The visit / team leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. So as to avoid confusion and ensure a coordinated response to any incident, all mobile phones should remain switched off until directed by the visit leader who will act to promote the safety of all children and adults.

In the event of a serious accident any and all approaches by the media will be dealt with by the school and / or local Authority. Parents, carers and other helpers should direct any media enquiries to the appropriate member of school staff. The school will seek advice from the Local Authority as appropriate. Additionally, advice may be sought from the Police. This is to safeguard and protect all those involved.

Before the visit

A short meeting will be held to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes
- Role and responsibility of supporting adults
- Any particular needs of individual children or group of children
- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Notification of who the team leader, first aiders and road crossers are
- Notification of appropriate clothing to be worn (as appropriate)
- Expectations with regard to confidentiality
- Access to information related to specific needs of individual children and/or staff
- Expected level of behaviour and an awareness of Professional Codes of Conduct
- Expectations about the use of social media



Supporting with school trips

Name of helper

Trip supporting

Date

I have received information regarding my role and responsibility and understand the procedures I need to take if there is an accident

Signed

CHILD PROTECTION SUMMARY

This summary sheet is for staff and other volunteers who work in the school to support our children. Ensuring such staff and adult helpers read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils.

As an adult working in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Senior Lead for Child Protection (DSL), (**Mrs Burrows**) or the deputy DSLs who are (**Mrs Lancashire/Mrs Charlesworth**)

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the DSL or deputy.

If a pupil talks to you about (discloses) abuse you should

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSL or deputy DSL without delay
- write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher.

Remember – share any concerns, don't keep them to yourself

This school has a safeguarding policy and more detailed procedures on child protection which are available from the DSL.

These procedures were revised in March 2019.

A review of these procedures is due in March 2020 unless deemed necessary by the Headteacher before this date.