GUIDANCE ON SCHOOL TRIPS

We appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

1. Parents may not always have their own child in their group.
2. The teacher will give parent helpers a list of children for whom they are responsible. All children are told that they must stay with their group and the group adult at all times.
3. If the trip involves a coach journey, please help the children in your group put and fit their seatbelts. Children are not allowed to eat or drink on the coaches.
4. The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions.
5. 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.
6. If you need to leave your group for any reason, e.g. to take a child to the toilet, please ensure you are with another adult and inform the class teacher.
7. Do not take any photographs using personal devices while on a school trip.
8. 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 head teacher on return from the trip.

OTHER WAYS YOU MAY CONSIDER HELPING US

- Tidying and organising the school library
- Delivering class talks
- Joining our PTA or Parent Council

Thank you for your support!

Holy Family Primary School



Guide for Parent Helpers

Thank you for volunteering to come and help in our school. Your time and commitment to supporting us here at Holy Family is very much appreciated by both staff and children. Please take the time to read through this information booklet and please do not hesitate to ask for clarification or more information if necessary.

SAFEGUARDING

All schools must carry out a check on all staff and volunteers who have regular contact with children. This is done through the PVG Scheme. This can be collected from the school office.

SIGNING IN

Please sign in and out every time you come in to school to help. This is so that we know exactly who is in school for security reasons and in case of fire. The signing book is situated at the school office. We also request that you wear a visitor's badge while you are helping in school.

FIRE PROCEDURES

If the fire alarm sounds please leave the building immediately through the nearest fire exit. Please do not stop to collect belongings. The assembly points are at the far end of the school playground.

CONFIDENTIALITY

Never discuss details of any children or staff with anyone outside school or post information about your time in school on social networking sites. This may be difficult if a parent asks you how their child is doing or wants to know about other children you are working with. You should reply that you are there to help and are not qualified to comment on the progress or behaviour of any of the children. Please refer them to the class teacher if they have any concerns.

STAFFROOM

There are tea and coffee making facilities in the staffroom. These are provided free of charge. You are welcome to take morning and lunch breaks in this area with the other members of staff. It is important that you respect the confidentiality of staff members during these breaks.

SUPERVISING CHILDREN

Whenever you are supervising children:

1. You should never work alone with a child and if working with a group outside the classroom always make sure that you are with another adult or in an 'open', visible area.
2. Always treat children with respect and in the same sort of way that you would expect them to treat you.
3. Be friendly towards them. However, do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults who are not close friends. Encourage them to be polite to one another.
4. Do not shout. If you speak normally they will have to be quiet in order to hear what you are saying.
5. Tell them exactly what to do in as much detail as possible.
6. Don't be afraid to quietly and calmly correct a child that is misbehaving but never manhandle the children at any time. If in doubt, speak to the nearest member of staff. Do not allow a child to sit on your knee and make sure that you are not left alone with one child. Always sit where you are in sight of other people for your own protection.
7. Praise the children wherever possible. You may award team points or stickers to children for good effort.
8. If you are concerned about a child for any reason, have a word with the class teacher, depute head or head teacher - Do not speak directly to the parents of the child. This is the teacher's job.
9. If you are working in your own child's class, please remember that you are there to support the whole class. If you wish to speak to the class teacher regarding an issue with your own child, you must make an appointment in the usual way.