

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of the school trip.

Please read, sign and return this agreement. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the volunteer helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the leader of the school trip;
- To stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the school trip;
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of school;
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff;
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest;
- Follow guidance from the school staff

The following things are not permitted:

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip;
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties;
- Volunteer helpers are not permitted to take photographs of pupils;
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice cream, biscuits, sweets - before, during or after the school trip.

First aid

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child who requires medicine, in which case you'll be asked to administer this and be responsible for carrying the medicine. All other

medicines and first aid box(es) Will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if an emergency arises. If you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I agree that I:

- Have read the volunteering policy;
- Agree to the terms and conditions as stated in this appendix;
- Will support the young people in enjoying the trip and actively contribute to the smooth running of the event;
- Will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name (please print)

Date

Signature