

OUR LADY CATHOLIC PRIMARY SCHOOL, HITCHIN

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 this school trip.

Please read and sign this agreement and hand it in to school. You will receive a copy of it for your records.

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 children in your group.
- To stay with your allocated group of children, ensuring that their wellbeing 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 our 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 teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff

School staff expects volunteer helpers to:

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

What is not permitted:

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets, before, during or after the school trip.

- Volunteer helpers are not permitted to take photographs of children unless agreed before with the teacher and using school camera.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will 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 you have 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 have read the volunteer policy

- I have read and understood the Safeguarding Procedures
- I have received a copy of the Volunteers in School policy
- I agree to support the school’s aims
- I understand that I am required to hold a current Disclosure & Barring Service check from Herts County Council

I agree to the terms and conditions as stated in the policy

I will support the children in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about children as confidential and will not discuss it out of school.

Signed

Name

Date