

# **Preston Grange Primary School**



## **Educational Visits Protocol for Parents and Volunteers**

**Date adopted: November 2025**

**Date of review: November 2027**

## **Our aims**

Preston Grange Primary School believes that parents' involvement in their children's education is vital – this is why we encourage parent partnerships in many ways, including accompanying children on educational trips and visits.

The purpose of this document is to ensure you have all the information you need to guarantee that your time on school trips is both worthwhile and enjoyable, that our pupils benefit from as much help and support as possible, and that they remain safe and secure whilst in our care.

As a parent helper, or volunteer, you have a valuable role in supporting us to fulfil our aims. We hope that you find the information in this document helpful and thank you for volunteering to help our pupils on their educational trip/visit.

### **1. Parent/Volunteer helper duties**

As a parent helper on an educational trip or visit, your main duties are to:

- Ensure the safety and security of pupils.
- Engage with pupils to enhance their learning experience.
- Help all pupils participate fully and independently in all activities.

In carrying out your duties, you must ensure that you comply with this protocol at all times and are aware of your responsibilities with regards to representing the school.

We attach an agreement slip to this document. We ask that you sign and return this to school to confirm that you have read, and agree to, the conditions outlined in this protocol.

### **2. Responsibilities of the school**

The school agrees to:

- Explain your tasks carefully and ensure you are clear about how we would like you to engage with pupils.
- Ensure that the pupils you work with behave and work well.
- Treat you with respect.

- Share relevant information about the pupils you are working with.
- Let you know the overall agenda for the day, and to inform you if this changes.
- Treat anything you tell us with confidentiality.
- We will never ask you to deal with difficult or challenging behaviour, or to carry out a task that you feel uncomfortable with.

### **3. Expectations of parents/volunteers**

As a parent/volunteer accompanying school visits or trips, you are expected to:

- Do your best to ensure the health and safety of everyone in your assigned group.
- Follow the instructions of the group leader and school staff, and provide support with control and behaviour, ensuring the pupils in your group follow all instructions.
- Dress appropriately for the trip or visit.
- Model acceptable behaviours and uphold the positive image of the school whilst out in public.
- Work cooperatively and professionally with staff.
- **You must inform the school if you unable to attend a trip or visit by telephoning**
- **the school office on 0191 3009190 as soon as possible.**

**You must not:**

- ***Use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps.***
- Smoke or consume alcohol at any point during the trip or visit.
- Share any information you have seen or heard with friends, family or another child's parent - either during or after the visit.

### **Guidelines for trips and visits**

Please ensure that you have read and understood the following guidelines:

- Even though the school has conducted an enhanced DBS check for you, you will always be under the supervision of the group leader, who will explain the task, what is required of pupils, and your role within the group. If you are unsure of what you have been asked to do, please speak to the class teacher immediately.
- Safety of children is of PARAMOUNT IMPORTANCE at all times. Volunteers should speak to the class teacher if you are concerned about the health or safety of any child at any time during a visit or in school.
- You cannot take pupils to the toilet.
- You may not always have your own child in your group – you will be given a list of pupils for whom you are responsible.
- You cannot smoke or consume alcohol at any point during the trip or visit.
- You cannot use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps.
- You must not share any information you have seen or heard during the trip or visit with friends, family or another child's parent.
- First Aid if required, will only be administered by school staff.
- You must not leave your group at any time without notifying the class teacher.
- Class teachers are responsible for all first aid and medication. If there is a medical emergency, you must let your group leader know immediately – they are responsible for contacting the school in emergency situations. Volunteers are not to contact parents themselves directly.
- You are not permitted to bring any of your child's siblings or additional children on a school trip nor arrange for anybody to meet up with the group during the trip.
- If pupils have been asked not to bring spending money, you should not purchase items for your child or group.
- Pupils are encouraged to be independent, so you should not offer to do things for them in the first instance.
- You should prepare your child for the experience in advance by explaining that you will be attending the trip or visit to help all pupils, that the teacher is in charge, and that they have to do what the teacher has requested.

- You must not use the time spent on the trip to deal with issues regarding your own children, e.g. asking staff about progress, or incidents in school.
- If you experience any difficulties within your group, e.g. inappropriate behaviour, you should inform the group leader as soon as possible.
- When walking in public places, you should encourage pupils to walk in pairs.
- Pupils are not permitted to eat or drink on coaches. If any child appears to be unwell, please speak to the class teacher immediately. Group leaders have sick bags if needed.
- At the end of the trip or visit, you must accompany your group back to the classroom or alternative pick-up location.
- Any parent/volunteer who does not follow these guidelines will not be invited to accompany any future trips or visits.

#### **4. Security**

On arrival at the school, you must sign in at the school office. Here, you will be given a volunteer's badge. This badge must be worn at all times. You must return the badge to the school office at the end of the trip and sign out before you leave the premises.

Office staff will note which class trip you are accompanying. A member of staff will meet you at reception and escort you to your class.

If the fire alarm sounds whilst you are on the school premises, you will be led to the designated meeting point where a register will be taken, and a member of staff will inform you of what to do next.

#### **5. Safeguarding**

We obtain a DBS check for volunteers who accompany pupils on educational visits that do not involve overnight stays.

The headteacher has the authority to refuse the help of parent helpers if they believe that it would not be in the best interest of pupils.

If, when accompanying pupils on a trip, a pupil tells you something that causes you concern, you must report this to the group leader as soon as possible in an appropriate setting, to ensure others cannot overhear.

You must follow careful guidelines with regards to physical contact with pupils. We ask that you do not initiate contact with pupils and we strongly discourage over-familiarity, even if you know the pupil already. Please do not lift, carry or move a pupil in any way.

You can find a copy of our Safeguarding and Child Protection Policy on our school website, should you wish to find out more about safeguarding provision in our school.

## **6. Confidentiality**

We ask all parent helpers to work to a policy of confidentiality. You may see pupils struggling with tasks, getting upset or misbehaving, or hear information concerning a pupil whilst you are with us.

It's important that you do not share anything specific about pupils with friends, family or a pupil's parent, even if you know them. If you are approached by a parent, you should refer them to the class teacher, who is responsible for informing parents of any concerns about a pupil.

If you have any queries or problems regarding the trip or visit, please direct these in the first instance to the class teacher as group leader of the trip.

## **7. Monitoring and review**

The Educational Visits and Trips Protocol for Parents/Volunteers is reviewed on a regular basis by the headteacher and governing body.

If you have any queries about our protocol, please do not hesitate to let us know. You can contact the school office via [office@pgps.co.uk](mailto:office@pgps.co.uk) or 0191 3009190 who will answer any queries that you have.

## Appendix 1

### **Preston Grange Primary School Parent/Volunteer Accompanying Trips or Visits Agreement**

Thank you for volunteering to accompany our pupils on this trip/visit. Both pupils and staff gain huge benefits from your involvement and we hope that you too find it to be a rewarding experience.

Before the trip takes place, we ask that you read through our Educational Visits and Trips Protocol for Parent Helpers, and sign this form to confirm your agreement to the school's expectations of you as a parent helper or volunteer helper.

Please complete the following, once this Educational Visits protocol has been read, thank you.

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#### **Parental Agreement - Parent/volunteer Accompanying Trips or visits**

I confirm that I have read and understood the Educational Visits and Trips Protocol for Parent/Volunteers and agree to follow these guidelines Yes/No (please circle)

I understand that by not following these guidelines, I will not be invited to accompany pupils on any future trips.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Child's name: \_\_\_\_\_ Year group: \_\_\_\_\_

Visit you are accompanying: \_\_\_\_\_