WIMBLEDON CHASE PRIMARY SCHOOL

Educational Visits: Guidance for Parent & Family Helpers

Thank you for supporting our school trip. Your role is to help the whole group have a safe, positive and enjoyable visit.

IMPORTANT: You may not be placed in a group with your own child. We ask all helpers to support and safeguard every child in their care and to follow staff instructions throughout the visit.

Your role on the trip

- Follow the instructions of the teacher or trip leader at all times.
- If you are allocated a group, supervise those children closely and keep them together.
- Count your group regularly, especially before and after transport, toilets, lunch and changes of location.
- Encourage children to listen, behave respectfully, stay with the group and follow safety instructions.
- Support all children fairly - not just your own child.
- Tell a member of staff immediately if a child is missing, unwell, injured, upset or behaving unsafely.

Safeguarding and professional conduct

- Never be alone with a child where you cannot be seen or easily accessed by school staff.
- If a child says something that worries you, listen calmly, do not question them in detail, and report it to the class teacher/trip leader as soon as possible.
- Do not promise to keep a secret. Explain that you may need to tell a member of staff who can help.
- Do not discuss children, families, staff or school matters with other parents, friends, family members or on social media.
- Do not lift, carry or physically move a child unless staff direct you in an emergency to prevent immediate harm.
- Due to allergy safety and dietary needs do not let children share food or share your food with children.
- Allergy awareness – please do not bring products containing nuts on a school trip. Other foods may be prohibited, depending on the needs of the children on the trip.

Phones, photographs and social media

- Please do not use your mobile phone while supervising children. Keep it away unless there is an emergency and staff have asked you to use it. Do not check your emails or use it to check the time.
- Do not take photographs or videos of children – including your own child on your phone, camera or other device.
- Do not post information, photographs, locations or comments about the trip or children on social media or messaging groups.
- If photographs are needed, they will be taken by school staff using school-approved procedures and devices.

Travel, roads and public places

- Keep children together and follow the trip leader's instructions when walking, crossing roads, using public transport or boarding a coach.
- Make sure children remain seated and use seat belts where provided.
- On trains, tubes or buses, gather your group before boarding and count them again after leaving.
- Be especially alert at busy entrances, exits, platforms, road crossings and crowded venues.
- If you become separated from the group, stay with the children in your care and contact the trip leader immediately.

Toilets and personal care

- Follow the arrangements explained by school staff for toilet stops.
- Do not enter a toilet cubicle with a child or assist with personal care unless this has been specifically arranged by school staff.
- If a child needs help, is distressed or there is a concern, inform a member of school staff promptly.

If you are worried about anything: tell the class teacher or trip leader straight away. Do not try to investigate or resolve a safeguarding concern yourself.

If you are concerned about an adult, staff or volunteer, on the trip, immediately make contact with the school, requesting to speak to the Headteacher before the end of the school day.

Confidentiality

As a parent helper, you may become aware of information about children, families or members of staff. **Any information you hear or see while helping in school must be treated as confidential.**

Please do not discuss or share information about individual children, families or adults with other parents or anyone outside the school.

Thank you for helping us to protect the privacy, dignity and wellbeing of everyone in our school community.

School Number: 020 8542 1413