



# HAWLEY PRIMARY SCHOOL

## Guidance for Adults Helping with School Educational Visits.

Thank you for helping with our educational visit. Educational visits are a valuable part of the school curriculum, providing opportunities to enhance our teaching in school with new, engaging and real-life experiences outside of school. The safety of our children is a priority and every effort is made to ensure that each visit runs smoothly and safely. Following a preliminary visit made by the teachers, appropriate risk assessments are put into place. These are discussed with the children prior to the visit, alongside expectations of behaviour.

All off-site visits require a minimum adult to child ratio and therefore we sometimes request parental support in order to fulfil this ratio. To ensure that all adults participating in a school visit are fully aware of the safety aspects and the expectations during the visit we have some guidelines for Parents and adults who are supporting us on a school visit.

### Disclosure

There is a requirement that schools carry out a Disclosure and Barring (DBS) check for all staff and adults that have regular contact with children. We are required to keep a register of the checks undertaken. We can assure you that all information will be treated in the strictest confidence and that these checks are only completed to ensure the utmost safety of the children.

Parents who have not completed the Disclosure and Barring process are not permitted to accompany children to the toilet. Please notify another member of staff if a child in your group needs to visit the toilet.

### Confidentiality

It is very important that all staff, Parent helpers and other adults working in school or accompanying a school trip work to a strict code of confidentiality. It is vital that anything you see in school or on a school trip relating to school work, behaviour or information regarding a specific child is not shared with friends or family or with a child's parent if you know them. It is the responsibility of the teaching staff to inform parents of any concerns about a child.

### Responsibilities

The teachers will have planned the visit very carefully and will share with you the schedule in a pre-visit meeting to be held within two weeks prior to the visit. Please be aware of the need to adhere to timings and make sure you are in directed places at the stipulated times.

Although the teaching staff are responsible for the safety of all the children, you will be allocated a group of children to supervise. This group will **not include** your own child/children. Please keep the group within your sight at all times. Whilst we understand that Parents may need a mobile phone on their person during the visit, these are only to be used in the case of an emergency and cannot be used to take photographs of any of the children, including your own child/children. There are strict guidelines with regard to the taking of photographs of children, both in and out of school. Some Parents may have expressed a wish for their child not to have their photograph taken. We also need to ensure that photographs are not shared on Social Media sites. Members of staff on the visit will take photographs to capture the key points of the visit for use in school.

## **Behaviour Expectations**

Good behaviour during school visits ensures the safety, learning and enjoyment of the day for children, staff and adults. We expect the children to be ambassadors for Hawley Primary School.

Please encourage the children to:-

- Ask questions that will support their learning and understanding
- Listen carefully to speaking adults
- Respect objects and equipment
- Read signs and labels to further their understanding (you may have to read these for younger pupils)
- Talk about what they can see
- Have responsibility for their own safety and belongings
- Move about calmly and sensibly
- Demonstrate polite behaviour to other visitors and adults
- Speak at an acceptable volume for the location.

Please ensure that all children in your care are behaving appropriately. Do not hesitate to seek the attention of the teacher.

## **Expectations of adults**

All adults supporting the children on a school visit are expected to be good role models for the children. The following guidelines provide care for our children and safeguard the adults who are helping them with their learning.

Adults should deal sensitively with children and with equality. Bad language and inappropriate discussions are not acceptable in the company of children.

Mobile phones should not be used for personal purposes.

These guidelines not only protect the children in our school but also the vulnerability of any adult working with children. It is vital that you report any inappropriate behaviour from adults or children to the teacher in charge. The Designated Safeguarding Lead in school is Miss Baker (Headteacher) should you have any concerns which you wish to share.

**Guidelines prepared by the Headteacher & Volunteers in School Coordinator  
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