



Guidance for Parents & Carers who Support on School Trips and Visits

We are very grateful to parents/ carers who support Blagdon Primary School when attending trips and events outside of school. Without this support the visits would be unlikely to go ahead.

There are, however, certain procedures that must be adhered to for the safety and protection of our children, parents and staff. The following must be maintained in the interest of all.

1. Mobile phones must be switched off and not used at any period during the time with the children.
2. Parents or other helpers will not escort any child or children to the toilet.
3. Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present, unless they have an enhanced DBS checked by Blagdon Primary School.
4. No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school camera only. All photographs will be checked by the Headteacher before they are published on the school website or sent home, if this is required.
5. Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.

In the event of an emergency

The team leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader. They will follow the instructions given by the team leader and will act to promote the safety of all children and adults. In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. This is to safeguard and protect all those involved.

Before the visit

A short meeting/phonecall will take place to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes.
 - Role and responsibility of supporting adults.
 - Any particular needs of individual children or group of children.
 - Difficulties or possible problems that may arise as highlighted from the risk assessment.
 - Notification of who the team leader, first aiders and road crossers are.
 - Notification of appropriate clothing to be worn (as appropriate).
 - Expectations with regard to confidentiality.
 - Access to information related to specific needs of individual children and/or staff.
 - Expected level of behaviour and an awareness of Professional Codes of Conduct.
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Supporting with school trips

Name of helper _____

Trip supporting _____

Date _____

I have received information regarding my role responsibility and understanding the procedures I need to take if there is an accident.

Signed _____ 2

CHILD PROTECTION SUMMARY

This summary sheet is for volunteers who support our school children. Ensuring adult helpers read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils.

As an adult helping our school, you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think they may be suffering or at risk of suffering harm, **it is your responsibility to share the information promptly with the Designated Safeguarding Lead for Child Protection (DSL), Mrs Jenny Campbell or the deputy DSLs, Mrs Kerrie Burnell or Miss Clare Pearson.**

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think their needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that they have been subjected to some form of abuse.

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the DSL or deputy.

If a pupil talks to you about (discloses) abuse you should

- Listen to the child.
- Stop – do not ask more questions.
- Reassure the child, and affirm that they are right to tell you.
- Report your concerns immediately, do not keep secrets.
- Write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask them or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth. If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher. **Remember** – share any concerns, don't keep them to yourself.

This school has a safeguarding policy and more detailed procedures on child protection which are available from the school website.