



Dear Parents,

Thank you for offering to help with our school trip; your support is really appreciated. In order to make your experience easier, we thought we have issued some guidelines with regard to how you can help us make the trip safe for the children:

1. You are in charge of your group of children at *all* times.

Expectations of being a group leader:

- Supervision of behaviour and conduct; ensuring that they are safe and do not put themselves or other children in danger of having an accident.
- Consider members of the public so that your group is not noisy or intrusive towards any members of the public in any way.
- Ensure the children do not talk to or interact with members of the public.
- On the coach, please ensure all children in your group are wearing seat belts and that they remain seated for the duration of the journey. Children are not allowed to eat or drink on the coach. Members of staff have sick bags if required.
- On the tube the children must be instructed to sit down, if possible. If not they must hold on at all times.
- When walking, encourage children to walk in twos, unless the group leader has stated.
- When walking with your group, please walk on the side nearest the road, with your children further away from the road. Please make sure all of your group are in your sight.
- Please refrain from using your mobile phone. If you need to use your phone, please let a member of staff know so they can remain with your group while you use your phone.
- No photos of the children may be taken on mobile phones and updates should not be posted in group chats with other parents (school staff will keep parents updated of any changes).
- Members of staff are responsible for all first aid, please let one of them know if this is required.
- If you have any concerns about anything a child says or does on the trip, please let a member of staff know. *Please maintain confidentiality*, only discussing issues with a member of staff.
- If a child needs the toilet, please let a member of staff know.

2. Please tell the group leader immediately if :

- a) You feel unable to control a child
- b) A child becomes ill.
- c) You become ill.
- d) A child is cheeky to you
- e) A member of the public is harassing you or any child within your care.

We thank you for giving up your free time to be with us on a trip

**Please note:**

We do not hold personal accident travel (PAT) cover and it is not a legal obligation. The only insurance cover that is a legal obligation in the UK is Employers' Liability insurance which the school currently has in place. Volunteers accompany the trip at their own risk.

I agree to abide by these guidelines

Print Name:

Signed:

Date :