



# Educational Visits

A guide for Parent/Adult  
Helpers



We are always very grateful when parents volunteer to help on educational visits as we firmly believe that they enrich the curriculum and children's learning experiences.

A variety of visits are planned and take place across the year. The visits take place in the local vicinity and further afield. Educational visits for the Infant children take place either on foot or using a coach. With the Junior children, a visit may involve walking or taking public transport such as a bus or train.

This leaflet is to clarify the roles and responsibilities of non-teacher adult volunteers on an educational visit.

The main duties of parent/volunteer helpers on school trips and visits are:

- To assist with the safety and security of the children.
- To engage with the children in order to enhance their learning experience.
- To help ensure that all children, participate fully and independently in all activities as appropriate.



Further guidelines:

- Parents/volunteers are asked to read any briefing information which relates to the trip and follow the instructions of the class teacher
- Parents/volunteers will not be left in sole charge of class but may be asked to supervise a group of children
- Parents/volunteers should not leave their group at any time without notifying the class teacher first
- Parents/volunteers who experience any difficulties with a child/children in their group should inform the class teacher as soon as possible
- Parents/volunteers who are not DBS checked cannot take children to the toilets
- Parent/volunteers should support the school's 'Healthy School Policy' in not bringing sweets or any 'extras' for the children
- When walking in public places parents/volunteers should encourage children to walk in pairs rather than a group with adults walking nearest the kerb
- Parent volunteers must not take photographs during the visit. Only school staff have permission to do this using school equipment
- Parent volunteers should not contact other parents or the school via social media while on the visit; school staff will contact school if a delay in arriving back to school is anticipated so that all parents are kept informed



In an emergency:



- Use the panic card to contact the class teacher.