

The Primary School Trip Volunteer Policy relating to Kendall C of E Primary School

1. Introduction

At Kendall Primary School we greatly appreciate the support of parents and guardians who volunteer to assist on school trips. To ensure the safety, privacy, and well-being of all children, we have established the following guidelines and expectations for parent volunteers.

2. Role and Responsibilities

- Volunteers are expected to assist staff in supervising students and ensuring their safety at all times.
- Volunteers must follow the instructions of school staff and adhere to the school's safeguarding policies.
- Volunteers should help create a positive and supportive environment for all students.

3. Safeguarding and Child Protection

- All volunteers must read and understand the school's Safeguarding Leaflet before attending the trip.
- Any concerns regarding student welfare must be reported to a member of staff immediately.
- Volunteers must not be alone with any child other than their own at any time.

4. Confidentiality and Privacy

- Volunteers must respect the privacy of all students and families.
- Any information about a child, including behavioural or medical needs, must remain confidential and not be discussed outside of the trip.

5. Photography and Social Media

- To protect student privacy, volunteers are **not** permitted to take photos or videos of children including their own.
- Mobile phones must be turned off and kept out of site at all times.
- Any images taken by the school will only be shared following parental consent.
- Volunteers must not post any images, videos, or details about the trip on social media.

6. Behaviour and Conduct

- Volunteers are expected to model respectful and appropriate behaviour at all times.
- Volunteers should use positive language and interactions when engaging with children.
- Smoking, vaping, alcohol consumption, or inappropriate language (including on clothing) are strictly prohibited on school trips.

7. Health and Safety

- Volunteers must follow all safety instructions given by staff.
- In case of an emergency, volunteers should stay calm and follow the school's emergency procedures.
- Volunteers should notify staff immediately if they or a student require medical attention.

8. Communication and Support

- Volunteers should direct any questions or concerns to the trip leader.
- If a volunteer is unable to attend the trip after committing, they must notify the school as soon as possible.

9. Acknowledgment

By volunteering for a school trip, parents agree to abide by this policy to ensure a safe and enjoyable experience for all students.

Thank you for your cooperation and support in making our school trips a positive experience for everyone!