



Information for Parent Helpers



St John's Cathedral Catholic Primary School

We have produced this leaflet as a basic guide for those parents and helpers who are kind enough to volunteer to help us on our school trips. The whole staff values your contribution to the children's learning experiences and appreciates your help. We hope you find your day with us rewarding and enjoyable.

Safeguarding and Child Protection

If, during the trip a child shares any information with you that causes you to be concerned or alarmed, listen calmly without questioning and speak to the class teacher as soon as possible. Laura Park and Hayley Warren are the Designated Safeguarding Leads and any concerns about a child's welfare should be reported to them before leaving school.

Health and Safety

A risk assessment has been made by the teacher – they will share with you the risks associated with the trip and the steps in place to minimise the risks. Please ensure that you follow the safety advice for yourself and the children in your group. If you have any concerns about the health or safety of the children in your group, please speak to the class teacher immediately.

Confidentiality

We trust that our school helpers will support the ethos and expectations of the school. If you overhear or witness conversations between parents, teachers and children or are given information about a child, please remember that these are confidential and should not be discussed out of school.

Mobile Phones

Personal mobile phones should be switched to silent and kept in a safe place, out of sight and out of use, whilst you are on the trip. Photos, even of your own child, must not be taken on your mobile phone whilst on the trip – only school cameras should be used for photographs.

Top tips for helping on a school trip

1. Talk to the children about what they can see, what they are doing and what they are learning
2. Point out interesting pictures, objects and words
3. Try to avoid watching your own child or trying to spend all your time with them
4. Regularly count the children in your group and remind them that they must stay together
5. Remind children of the rules and expectations that we have as a school and that have been outlined to them regarding the trip

Thank you so much for helping us today. We really appreciate it and hope that you enjoyed it too.