



# Guidance for Adult Volunteers on school trips with Howardian Primary

*Thank you for giving your time to support this trip.*

*Without your support, trips like this would not be possible.*

*We really appreciate your help. Mrs Burt*

## Please read the following advice to help keep the children safe during the trip.

- Please ensure all children follow the teacher's instructions
- Please ensure children stay within the area set by the teacher
- Please intervene if a child is doing something which might cause them to get injured or is dangerous
- Please make sure the children you are with are aware of dangers

(e.g. traffic on a road, machinery, slippery surfaces etc) and help them to stay safe

- Please note that you are responsible for all children in your group and that all children should be treated the same, whether or not they are your own children or children who are familiar to you
- Due to allergies, please do not give out any food to children on the trips. All children will have their own food and drinks that they need. If you have any concerns relating to this, please speak to the teacher
- Only adults with a DBS check, issued through Howardian, may supervise children going to the toilets. If a child in your group needs the toilet please inform a member of staff. **Please do not take any photos of the children on personal devices (phones, cameras etc). The school staff may ask you to use a school iPad for photos.**

Safeguarding is a high priority at Howardian Primary School. If you have any concerns about a child please speak to their class teacher while you are on the trip, or a member of the safeguarding team (Mrs Burt, Mr Brind or Miss Griffiths) on your return to school. If in doubt - please report it.

Any information shared with you regarding pupils on a trip in your care should remain confidential.