



# Policy for Parents Accompanying Trips

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## Purpose

This policy outlines the expectations, responsibilities, and safeguarding requirements for parents and carers who volunteer to assist on school trips. It ensures that all trips are safe, enjoyable, and conducted in line with school safeguarding and confidentiality standards.

## Scope

This policy applies to all parents and carers volunteering on day trips organised by the school. It does not apply to residential trips such as Plas Gwynant or Bell Heath, swimming lessons, or events requiring specialist training such as the Young Voices concert.

## Principles

The safety and wellbeing of pupils is the highest priority. Volunteers are expected to support staff but not replace professional responsibilities. All volunteers must adhere to always safeguarding and confidentiality requirements.

## Roles and Responsibilities

Parent volunteers are expected to supervise a group of five to ten children, depending on age, and follow all instructions from school staff. Volunteers will not be placed in a group with their own child to ensure fairness and must always remain paired with a member of staff. Any first aid or toileting needs should be reported immediately to staff. Volunteers should attend a pre-trip briefing outlining responsibilities and emergency procedures, respect confidentiality, and refrain from taking photographs or videos using personal devices. School staff will provide clear instructions, handle all first aid and toileting duties, and ensure volunteers understand emergency procedures. The only exception to this is the annual walk to St. Paul's Church for the carol service, where parents volunteering for this specific event may accompany their own child.

## Safeguarding

All volunteers must comply with the school's safeguarding policy. Volunteers must never be left alone with a child, and any concerns about a child's welfare must be reported immediately to the designated member of staff.

## Mobile Phone and Social Media Use

Volunteers must not use mobile phones for photography or video during trips, and posting images or information about pupils on social media is strictly prohibited.

## Confidentiality

Volunteers must not share any personal or sensitive information about pupils or staff outside the school environment. Additionally, volunteers must report any concerns, incidents, or observations immediately to the staff member they are paired with.

### Selection and Availability

Parents may indicate if they are willing to help with any year group or only their child's year group. Availability, including preferred days of the week, should be provided to the school office. The school reserves the right to select volunteers based on trip requirements and safeguarding considerations.

### Agreement

All volunteers must sign a declaration confirming they have read and understood this policy before attending any trip.

### Non-Compliance

Failure to follow the guidelines outlined in this policy will result in your name being removed from the school's database of volunteers. You will not be invited to accompany future trips.

### Volunteer Declaration

I confirm that I have read and understood the Primary School Policy for Parents Accompanying Trips and agree to abide by its requirements.

Name	Signature