



**BRETHERTON ENDOWED CE  
PRIMARY SCHOOL**

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*Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.*

**Offsite Visit Volunteer Agreement**

School trips are an integral part of learning at the school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper- you will have an important role to play in the success and safety of the school. This is part of our school risk assessment planning. Please read , sign and return the form.

**Role of volunteer helper**

- To be responsible and look after, in equal measure in conjunction with school staff all of the children in your group
- To stay with your allocated staff member/group of children ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite , respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that the group you are with keep up with the body of the school visit party, be it walking , entering or exiting from transportation or following speakers for the trip.
- To contact you/child's class teacher/ school member of staff if there are any issues with first aid, safety and / or behaviour.

School staff expect volunteer helpers to:

- Comply with all the above whilst being under the direct line management of school staff
- Show commitment to their group, and interest in the focus of the visit and assist children in their learning by helping them read signs and labels and asking pupils questions that encourage them to think.
- Follow guidance from school staff
- Read and confirm understanding to the risk assessment documentation

Volunteers are not permitted to:

- Bring additional siblings on school trips
- Re-organise school visit groups
- Take children to toilet without school staff ( unless has DBS)
- Smoke , drink alcohol or engage in any illegal practices
- Take photographs of children
- Use their own mobile phone or device when accompanying children and NEVER take photographs using it

- Give/buy their group treats eg ice cream, biscuits sweets etc before, during or after the trip
- Communicate any aspects of the trip to parents of children attending without explicit permission of school staff
- Share aspects of incidents that occur or another child's experiences.
- Share food or provide food for children
- Share medication with any children or administer anything other than emergency first aid. No communication with parents regarding incidents involving medication or first aid as this will be done by school staff.
- If you are provided with staff mobile numbers, there are not to be shared more widely or used outside of the trip.

#### First Aid

For each class on the school trip, the class teacher will carry a first aid kit. If possible, a qualified first aider will attend the trip. You will be informed if any child in your group has any medication needs, however, if medication is to be administered, this will be done by a trained member of staff.

#### Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from rest of your school party. Please telephone one of the school staff or school directly.

#### Agreement

I confirm that I have read, understood and agree to the terms and conditions set out in the volunteer policy and off site visit agreement above

Name \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_



Headteacher : Mrs Alison Moxham    Chair of Governors : Mrs P Aspden    [www.brethertonschool.org.uk](http://www.brethertonschool.org.uk)