

PARENT/CARER VOLUNTEER FORM

What is the purpose of this form? All parents/carers who wish to assist on trips use this form to provide information that Churchfields Primary School will use to conduct a List 99 safeguarding check.

Please be aware that you will need to fill in this form *prior to every trip you assist with.*

How will we use your information? Churchfields Primary School adheres to the Privacy Act in its use of your personal information. At all times, your personal information will be securely stored and discarded when it is no longer required. For more information about the MAT's use of yours or your child's personal information, please see our Data Protection Policy available at the office.

Child's full name: Child's class:

Teacher in charge of trip:

Trip to:

Volunteer's first name/s:		Date of birth:	
Volunteer's surname:		Mobile Telephone No:	
Address:		Home Telephone No:	
		Have you helped on a trip this year?	YES / NO (delete as appropriate)

Emergency Contact (for Volunteer)

Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school? (Please give details)

Name of Contact	
Contact details & Phone number	
Medical Information (e.g. allergies or asthma)	

Please sign to confirm that the information above you have supplied is correct:

Parent's signature: **Date:**

I have read the Off-Site visits Volunteer Agreement (Overleaf).

I agree to the terms and conditions as stated in the Agreement. I will support the young people in enjoying the trip & actively contribute to the smooth running of the occasion.

Ticked & Signed: _____ **Date:** _____

OFF-SITE VISITS VOLUNTEER AGREEMENT – Please read before signing overleaf.

School trips are an integral part of learning at our 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 this school trip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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 your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip and your group is to remain with the member of staff's group to which you have been assigned
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff
- Volunteer helpers should eat with their group at lunchtime. Children should not leave the lunch area, unless told to do so by the trip leader. All rubbish should be properly disposed of.
- Volunteers should dress in accordance with the school's dress policy.

What is not permitted

Volunteer helpers are not allowed to:

- **Use their mobile phone within the hearing or sight of the children, unless in an emergency.**
- **Or not permitted to take photographs of children, including your own child.**
- Bring additional siblings on the school trip.
- Re-organise school visit groups.
- Smoke, drink alcohol or engage in any illegal practices.
- Escort children to the toilets without a staff member present.
- Touch or reprimand children, but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and under no circumstances are we to come into physical contact with a child.
- Give/buy children treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list, WhatsApp group (if set up) or telephone the school (Number is 02086505247).

Outing Groups should always keep together at least in two's, the leader of one being a member of staff, so that in the event of an emergency the member of staff can remain with the children while the volunteer helper goes for help. If in an emergency situation you are supervising a group with your own child please make sure that all the children are treated the same.