



Expectations for Parents /Volunteers on School Visit or School Event

As a parent / volunteer accompanying pupils on a school trip, your role is crucial in supporting the safety and well-being of the children in your care. To ensure a positive and secure experience for all involved, it is essential that you adhere to safeguarding policies and maintain confidentiality at all times. This outline provides important guidelines and expectations regarding safeguarding and confidentiality.

1. Your Role and Responsibilities as a parent / volunteer

- **Supervision of pupils:** parent / volunteers are expected to assist teachers and school staff in supervising pupils, ensuring they remain safe, engaged, and follow trip rules. You will never be in sole charge of a group of children without another member of school staff close by.
 - **Emergency Situations:** parent / volunteers must be aware of emergency protocols, including knowing the location of first aid kits, how to contact emergency services, and understanding the roles of teachers and staff during an emergency.
 - **Conduct and Behaviour:** parent / volunteers should model appropriate behaviour and be role models for pupils, treating all individuals with respect and dignity.
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2. Safeguarding: Protecting the pupils' Welfare

parent / volunteers must always prioritise the safety, health, and well-being of the pupils. Key safeguarding principles include:

- **Appropriate Interaction:** parent / volunteers must always maintain professional and appropriate boundaries with pupils. This means:
 - Avoiding any form of physical contact that may be misinterpreted (unless in cases of emergencies).
 - Ensuring all conversations with pupils are appropriate and aligned with the trip's context.
 - **Reporting Concerns:** If you have any concerns about the safety or well-being of a pupil, you must report them immediately to the lead teacher or designated safeguarding lead. Do not attempt to investigate any concerns yourself.
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3. Confidentiality: Respecting Privacy and Sensitive Information

As a parent / volunteer, you may be privy to sensitive information about pupils, families, or school matters. It is essential that you maintain confidentiality at all times. Please do not discuss any details of the trip, including incidents, children's behaviour, or staff decisions, with other parents or carers, in particular those who were not present. This helps us protect the privacy and wellbeing of all children, volunteers or staff. **To protect everyone involved, if this expectation is not followed, we will not invite you to support on future trips or visits.**

- **Sensitive pupil Information:** Any personal information about pupils, including their behaviour, academic progress, medical needs, or personal circumstances, must remain confidential. Do not discuss pupils' private information with others outside of the school staff or relevant authorities.
 - **Discretion in Public Settings:** Avoid discussing school matters or pupil details in public areas or social media platforms. Photographs / Videos can only be taken on school devices in accordance with the school's media and photo policy.
 - Personal mobile phones must not be used when supporting on a trip to access messages, emails etc
 - No photographs to be taken on volunteer mobile devices
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4. What to Do if You Have Concerns

- If you notice anything that causes concern regarding a child's welfare, behaviour, or safety, please report it immediately to a member of staff.
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5. Acknowledgement of Guidelines

By parent / volunteering on a school trip, you agree to adhere to the school's safeguarding and confidentiality policies. Failure to do so may result in the termination of your parent / volunteer role.

Conclusion

parent / volunteers are an essential part of ensuring the safety and enjoyment of pupils during school trips. By following the safeguarding and confidentiality guidelines outlined above, you help create a safe environment for all participants. Thank you for your commitment to the well-being of the pupils and your support in maintaining high standards of care and professionalism.

This outline helps set clear expectations for parent / volunteers, ensuring that both safeguarding and confidentiality are at the forefront of their responsibilities.