



## Lawford C of E Primary School

### Protocol for Parents Helping on Educational Visits

At Lawford C of E Primary School we believe that the children's learning is enhanced by 'real life' experiences in terms of visits outside of the school setting. We appreciate the time that parents give up to accompany us on educational visits and to ensure that we have a safe ratio of adults to children.

There is no firm rule about the ratios of adults to children on these visits, as it is based on the risk assessment of each cohort. The 'rule of thumb' is that at least one adult is needed to the age of the children e.g. 1:5 for Year 1, 1:10 for Year 5 etc. Of course, some children have particular needs and may need 1:1 supervision.

***Looking after other people's children is not a responsibility to be taken lightly and we do understand that not all parents will wish to take this on. However only parents who sign up to this protocol will be permitted to accompany children on visits.***

1. Parents are invited to join us on educational visits to support and care for all children, not just their own.
2. Offers of help from parents are always appreciated, but the final decision on who will accompany the trip will be made by the school. The number of parents who are needed on a visit will be determined by the school.
3. Parents are asked to respect and promote children's independence and not do things for them, such as carry their bags or other belongings or complete work for them.
4. Organisation of the groups will be undertaken by the school. Parents will be given a list of those children for whom they are responsible.
5. Unless your child has a specific medical need, you will not be given a group containing your own child, however there will be opportunities for the groups to be together eg at lunch and/or on the coach.
6. The class teacher will brief you on the experience planned for the children – for example, the kind of questions that you could ask them and things that you could point out. Parents will be expected to follow the direction of the class teacher, especially itinerary timings and ensuring our children follow our behaviour code.
7. The class teacher will tell you whether the class is going to visit the gift shop. Parents must not purchase gifts for their own child, or the whole group as this will disadvantage the other children. This also applies to the purchase of ice-creams, drinks or snacks for the children.

8. Parents must remain vigilant when supervising the children in public. If you need to make or take a call or a text in an emergency, please arrange for someone else to supervise your group for that time. Likewise, parents need to ensure that their conversation and language is appropriate at all times. The use of mobile telephones to take photographs is against our Mobile Phone Policy.
9. Parents will be expected to take their groups to public toilets when required. All of our children are able to manage the toilet by themselves, so there is no need to enter the cubicle. If anyone is taken ill, inform the class teacher or teaching assistant at once and they will take over the management of that child.
10. Confidentiality is of utmost importance and we ask and expect that helpers abide and agree to this by not discussing anything they have seen or heard on a school visit with any parent. Teachers will make the decision as to what needs to be reported back to a parent

Thank you for showing your loyalty to the teaching staff by signing up to this protocol.

Remember, the most important thing is that the children have an enjoyable, memorable day and feel safe and cared for at all times.

**Visit:**

**Visit Date:**

**Visit Leader:**

**Year Group:**

**Please sign and return this document if you wish to offer assistance**

**I have read and agree to abide by this protocol.**

**Signature of parent offering assistance.....**

**Name of parent offering assistance.....**