



Protocol for Parents Helping on School Trips

At Hadley Wood we believe that the children's learning is enhanced by 'real life' experiences, so we try to include a trip outside school in many of our topics. There is no firm rule about the ratios of adults to children on these trips, but we work by the 'rule of thumb' that we need at least one adult to (the age of the children) eg 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 some parents may not wish to sign up to this protocol.

1. Parents are sometimes invited to join us on trips 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.
3. The number of parents/carers who are needed on a trip will be determined by the school. Parents are asked to respect their children's independence.
4. You will be given a list of those children for whom you are responsible and the lists will also be available for all the parents in the class. **Organisation of the groups will be undertaken by the school.**
5. Unless your child has a specific medical need which you understand, you will be unlikely to be given a group containing your own child.
6. Preschool children will not be included in trips unless they are specifically 'family outings'. (If you have a baby to care for they would naturally take precedence over your group, so you would be unable to lead them effectively).
7. The class teacher will brief you on the experience planned for the children - the kind of questions that you can ask them and things that you can point out. Parents will be expected to follow the direction of the Class teacher, especially itinerary timings and being in the right place for booked workshops.
8. The class teacher will tell you if the class is going to visit the gift shop. Please supervise the children carefully, because some are not given very much independence with their own money and may need guidance about what they can afford. Bags should be named as soon as the purchases are made to aid handing them out at the end of the trip. **Parents must not purchase gifts for their own child, or the whole group** as this will disadvantage the other children. This also goes for the purchase of **ice-creams, drinks or snacks** for the children.
9. Parents must remain vigilant when supervising the children in public. **The use of mobile telephones to take photographs is against our safeguarding rules.** 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.
10. 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.

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.

To be reviewed Jan 2022

Trip:

Date:

Leader:

Year Group:

We, the undersigned, have read and agree to abide by the 'School Trip Protocol'.