

Tatsfield Primary School

Educational Visits



A Guide for Adult Helpers

Notes:

Thank you for volunteering to help on our educational visit. This visit would not be able to take place without your help. Before you go on the visit please make sure you fill in the Emergency contact details form and return to the school Office and be aware of the risk assessment for the visit. These are available from your Party Leader.

The safety of all the children in or out of school is always of paramount importance. It is essential that we follow a few simple rules so that we have a safe and enjoyable visit. Your assistance with these will be greatly appreciated.

Your Party Leader has ultimate responsibility for the visit but it is dependent upon you to actively supervise your group at all times, unless you have been instructed otherwise by the Party Leader.

Generally you will not have your child in your group. You will be given a list of the children who are in your care for the duration of the visit, the objectives of the visit, timings and meeting points.

*Educational visits are a valuable part of the curriculum-
thank you for helping to make this one successful and safe.*

- 1 Familiarise yourself with the children in your group and make sure they know your name and that they must always be near you.
- 2 Make sure that you can see all the children in your group at all times.
- 3 Check that you have all your children at frequent intervals and particularly when you are leaving an area, building or room to move to a new area.
- 4 Be ready to tell the Party Leader that all your children are present.
- 5 Inform the Party Leader as soon as you notice a child in your group has gone missing.
- 6 Take the children to the toilet in a group. If an adult male is not with the school party, you may all use the ladies toilets if necessary.
- 7 Count your children before you get on the coach.
- 8 If one of your children is hurt or becomes ill, do what you can and alert the Party Leader immediately.
- 9 Insist on good behaviour at all times. No running, climbing, shouting or sliding on floors. Children should only touch what they are allowed to touch. If you have any problems tell the Party Leader.
- 10 Ring the Party Leader's mobile or the school office on 01959 577356 if you get lost.

General Guidance for Educational Visits