



Meadlands School Visits Volunteer Agreement Form

School trips are an integral part of learning at Meadlands and afford many pupils 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. We will ensure that all trips are allocated fairly and that all parents have the opportunity to attend a trip, the same parents will not be selected for multiple trips, unless a child has a specific SEN need.

Please read and sign this slip and then return to the office.

Role of a Volunteer Helper:

- To be responsible and look after all of the pupils in your group.
- To stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the trip.
- To model and promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of Meadlands!
- To ensure that your group keep up with the body of the school visit parts, be it walking, entering or exiting transport.
- To contact the class teacher/member of staff immediately if there are any 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 pupils in their learning by helping them read signs/labels/information.
- Follow guidance from the school staff.

What is not permitted?

- Volunteer helpers are not allowed to bring additional siblings on a school trip
- Volunteer helpers are not permitted to take photographs of pupils or use their phones during the duration of a school trip.
- Volunteers are not allowed to give/buy their groups treats e.g. sweets, biscuits – before, during or after the school trip.
- Volunteers are not allowed to reprimand pupils or their own child, but should speak to a school staff member if there are any difficulties.
- If volunteers are supporting swimming trips, they must remain in the observation balcony and only Meadlands staff are permitted into the changing rooms.

I agree to follow the terms and conditions statement above.

I will support the pupils in enjoying the trip and actively contribute to the smooth running of the occasion.

I will attend a briefing meeting prior to the trip.

Signed:

Date: