



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL  
"Realising the potential of every child within a caring, Christian community"

## Parental Support on Educational Visits (non-residential)

Please ensure you have read and understood the Educational Visits Policy which is available from the school website – [www.stthomasjnr.org](http://www.stthomasjnr.org) .

### Thank You

Thank you for volunteering to help us on our educational visit to XXXXXX on XXXXXX. We feel that the involvement of parents in children's education is vital and we encourage active participation in many ways. The aim of this document is to give you some useful information and ensure your time is worthwhile and enjoyable.

### Confidentiality & Privacy

It is very important that all staff, parent volunteers and other adults working with children work within an understanding of professionalism and confidentiality. You may see children struggling with a task, being upset, misbehaving or see/hear something that concerns you. It is vital that you do not share anything about specific children with friends, family or a child's parents, even if you know them well. Please discuss any issues with the classteacher or trip leader. It is the teachers' responsibility to inform parents of any concerns relating to a child if appropriate.

As a volunteer you are in a position of trust; we expect you to maintain strict confidentiality at all times in accordance with the Code of Conduct. All pupils and adults in school have a right to privacy, so matters observed or discussed in/out of school during the visit must be treated as confidential. Failure to comply will result in the school having to refuse your help in the future. On occasions it may also be necessary to ask volunteers to sign a non-disclosure agreement (NDA).

We also take your right to privacy seriously. A privacy notice for volunteers is available from the school website ([www.stthomasjnr.org](http://www.stthomasjnr.org))

### Conduct

Please be aware of the following:

- Volunteers on educational visits should do so on the understanding that they support the teaching staff. This will involve working with or alongside small groups which may not include their own child.
- When the teacher is teaching or there is a task being undertaken, volunteers should behave appropriately (e.g. not talking to other adults, using telephones, going for a drink...etc.) and role model the expectations and behaviour of the classteacher.
- Please encourage the children to be independent – we expect them to try things for themselves before we offer to help/support.
- Please do not lift, carry or move a child under any circumstances.
- If a child does or says anything that gives you cause for concern, please tell the classteacher or trip leader immediately whilst respecting privacy.
- Please do not use your mobile phone during the educational visit and ensure it is off or at least on silent.
- Photographs will only be taken on school approved equipment, e.g. iPads/cameras. Under no circumstances should you take photographs on personal devices.
- Do not post anything on social media platforms regarding the educational visit or anything that happens during it. Equally if you receive contact from a child's parent via social media regarding the educational visit – you must not respond.
- Please return information packs to teachers at the end of the trip. These packs may well contain sensitive information and need to be retained and destroyed in line with our GDPR retention schedules.



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I confirm that I have read the school Educational Visits Policy and will follow the guidance in 'Parental Support on Educational Visits (non-residential)'.

Name: \_\_\_\_\_

Trip Attending: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

We are extremely grateful that you are able to help us on our educational visit to ensure the safety and enjoyment of our children during their experience. As you know we hold full details of any allergies and medical conditions that the children may have in order to keep them safe.

It would also be really useful if you could complete the slip below indicating if **you** have any significant allergies or medical conditions, so we can look after you too! This information will be destroyed upon your return to school.

Name:	
Any known significant allergies or medical conditions:	
Any medication that you take to control the above:	
Emergency contact name and telephone number while you are on the trip:	



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## **SAFEGUARDING CHILDREN IN EDUCATION**

### **POLICY STATEMENT**

At St. Thomas of Canterbury Church of England (Voluntary Aided) Junior School we believe that everybody involved in the education service must share an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

In order to achieve these objectives we enforce rigorous systems designed to:

- Prevent unsuitable people working with children and young people;
- Promote safe practice and challenge poor and unsafe practice;
- Identify instances in which there are grounds for concern about a child's welfare, and initiate/ take appropriate action to keep them safe;
- Contribute to effective partnership working between all those involved with providing services for children.

The school is fully aware of the principles behind 'Safeguarding Children in Education' and 'Keeping Children Safe in Education' and has a Child Protection Policy fully implemented within daily practice.

**September 2019**