



# Chapel Hill School Visits Volunteer Agreement

Thank you for volunteering to accompany our children on a school visit - we do appreciate your help. By volunteering to support, you are agreeing to follow the guidelines and expectations in this agreement.

- 1. Professional Conduct:** I will conduct myself in a professional and respectful manner at all times, adhering to the school's code of conduct and acting as a positive role model for the students. We respectfully ask that volunteers dress appropriately for being in a school environment. If the children have been asked not to bring spending money, I will refrain from purchasing items for my child or group. I will refrain from vaping, smoking or drinking alcohol when on the visit.
- 2. Supervision:** I understand that my role requires active participation to ensure children are accounted for and engaged at all times. I will follow the direction of the visit leader and school staff and ensure my group follows all instructions e.g., they must stay with their group and the designated adult at all times. I will inform a member of school staff if I need to leave my group for any reason. I will not supervise children using the toilet without a member of school staff. I will accompany my group back to the classroom/pick up point at the end of the visit.
- 3. Travel:** If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed. Please ensure that your group have been to the toilet before getting back on the coach at the end of the day.
- 4. Health & Safety:** I will do my best to ensure the health and safety of everyone in the group. I will let the group leader know immediately if I have any concerns or if there is a medical or other emergency. The class teacher is responsible for first aid and for contacting the school and parents in emergency situations.
- 5. Safeguarding:** If a child tells me something that causes me concern, I will inform a member of staff as soon as possible after the disclosure, in an appropriate setting so that others cannot overhear. Should a child approach me for help, such as requiring first aid or to use the toilet, I will take them to an available member of staff who will be able to help. **In case of an emergency, please call Chapel Hill Primary School on 01268 904434 who will then contact the Visit Lead immediately.**
- 6. Mobile Phone Use:** I understand that the use of mobile phones is strictly prohibited whilst supervising the children. I will not use my mobile phone to take any photographs or videos of the visit. School staff will be responsible for sharing photographs on the school social media sites. I will not use my mobile phone for personal purposes during any child-related activities. I will access my mobile phone discretely during break times should I need to. I will not share information regarding locations and/or estimated arrival times as this will be done by official school channels to ensure a consistent message is articulated to parents.
- 7. Confidentiality:** I will treat all information relating to students, staff, and school matters with the utmost confidentiality. I will not discuss or disclose any personal or sensitive information about the school, students or school personnel to anyone outside the school community.

I understand that failure to comply with any of the above guidelines will result in revocation of my visitor privileges. I am committed to ensuring the safety and well-being of all students and will do my best to contribute positively to the school community.

On the day of the visit, you will be required to attend a briefing with the Visit Leader to ensure you understand the expectations and to answer any questions you may have about the day.

We thank you in advance for your support in keeping our children safe and making the visit a successful and memorable experience for all.