

GREAT CHART PRIMARY SCHOOL

EDUCATIONAL VISITS HELPER POLICY

September 2017



Our vision is to create a school community where children participate, succeed and are proud of their achievements. We strive to actively promote British values and prepare our children to become role models, thus preparing them for life in modern Britain

Educational Visit Parent Helper Procedures

We appreciate any help from parents/adult helpers on school educational visits however there are some guidelines that need to be followed. To ensure the safety of the children during the trip please can you read the following procedures.

1. Once you have confirmed that you can help please inform the teacher immediately if you are no longer able to help. There are ratios for adults to children that have to be adhered to and in the event of you cancelling then a replacement helper will be needed.
2. All parents/helpers will be given a list of children in their group, any health issues (inhalers etc needed), any details regarding times, workshops, toilets etc
3. Parents/Helpers are responsible for supervising the children in their group and must do regular head counts. If the class is altogether this will be the class teachers responsibility.
4. Parents/Helpers are asked to that mobiles are for emergency use only. They must not be used for social or work calls. They must remain in your bag at all times. The parent always needs to be aware of the responsibility for the children in their group.
5. Photos taken on school trips must only be taken on the school devices. Parents are not permitted to take photos or videos on their phones/tablets or cameras. This is to safeguard children. Please see the note below. Photos taken on school trips are not permitted to be uploaded to any social networking site in any circumstance.
6. Parents are requested not to communicate with other parents that are not on the trip. All communication to parents must come from school staff only.
7. It is important that whatever happens on a school trip should remain confidential. Please do not discuss children with others. Even positive comments could be misinterpreted.
8. When accompanying children to the toilet it should be in a group and not a one to one basis. The adult should stand at the entrance to the toilet until all the children exit. Children must be in a group to enter toilet areas where possible. If an adult needs to use the facility then the children should be handed to another member of staff.
9. Parents/helpers are asked to support children to follow school expectations for behaviour. In the event of any concerns please refer to the class teacher.

Note on Point 5 - The Data Protection Act 1998 affects the official use of photography by educational settings, as an image of a child is considered to be personal data. It is therefore recommended that written consent is obtained from the parent of a child or young person under the age of 12 (or from the child him or herself if deemed to be competent to make such judgements from 12 years old as suggested by the Information Commissioner) for any photographs or video recordings.

If you publish a photograph without consent, for example on a social media page, then the parent (or child, if they have sufficient understanding) may make a complaint. In some cases this has resulted in prosecution and damages being awarded to the person in the photograph.

The safest approach is to avoid the use of staff or parents using any personal equipment to take photos/recordings of children and to use organisation provided equipment. Any use of personal equipment to take images (such as in emergency circumstances) should be discussed and approved by with the settings DCPC, and there must be clear, documented boundaries in place.

If you have any queries or questions regarding safe practise off site, then please raise them with the Designated Child Protection Coordinator (**Sarah Cadman or Jo Willemse**) and/or the e-Safety Coordinator (**Jo Willemse**) or the Head Teacher.

I have read and understood and agree to comply with the Educational Image Policy.

Signed: Print Name: Date:

Accepted by: Print Name: