

Volunteering to support Educational Visits



Strive, achieve, excel
Believe in a limitless future

Volunteers are a key support in helping the school, pupils and staff when going on educational visits.



The following information outlines how volunteers can support the school and provides guidance about how volunteering roles are managed. I hope that after reading this you are encouraged to get involved!

There are also opportunities to get involved with other volunteering activities such as reading support and assisting in classrooms.

Thank you for taking the time to read this and should you wish to become a volunteer at Lainesmead please speak to a member of the school office team.

Your contribution will be greatly appreciated by the staff, pupils and myself.

Best regards

E. Painter

Mrs E Painter
Head Teacher
Lainesmead Primary School and Nursery

Why do we do educational visits?



- “If you just read stuff out of a book, it’s not really enjoyable and you sometimes don’t really remember it. But if you go there then you’ll enjoy yourself, you’ll have great fun and it’ll stick in your mind.”
- “It’s easier to write about things if you’ve been somewhere to see it.”
- “When you go on a trip with your friends you have to work together. Sometimes we learn to do new things that we can’t do in school.”
- “I love trips - they are exciting and I learn lots!”

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Why train volunteers?



- **Safeguarding**

All Volunteers will be required to go through the Disclosure and Barring Service (DBS) check to see if they are suitable to work with young and vulnerable people.

If you have been subject to any criminal prosecution you will not receive clearance and you will not be able to volunteer as a person to go on educational visits.

- **Confidentiality**

- **Expectations**

- **Behaviour**

Types of Educational Visits at Lainesmead



- Trips during the school day i.e. Welly Walk, to the Church - 1 to 2 hours
- Trips out for the whole school day i.e. Cotswold Wildlife Park - 6 hours
- Trips out for longer than the school day i.e. Choir at Wembley

Attending trips

- A trip with your child's year group but not placed in a group with your child
- Available to attend trips with other year groups
- Supervising children - numbers of children in group (numbers depend on activity and venue)
 - Early Years - 4 to 6 children
 - Years 1 and 2 - 6 to 8 children
 - Year 3, 4, 5 and 6 - 8 to 10 children

What do Volunteers on Educational Trips do?



- You will attend a pre-trip briefing on the day of the trip before leaving school, this will be given by the trip leader who is usually the Year Group Lead Teacher.
- Once the briefing is complete you will support children in preparing to leave the school, finding coats, wellies, checking children have brought lunchboxes into school etc.
- You will either walk to the venue with the group or escort the children to a coach, following directions from the Group Leader during the pre-trip briefing.
- Once at the venue the Group Leader will split staff, volunteers and pupils into groups. They will then go over safety arrangements such as pointing out exit/meet up points, outlining the activities for the day and identifying times and places to meet up.
- Then you will be responsible for your group for the duration of the trip.

Expectations - Volunteers



1. You must be constantly vigilant
2. Aware of potential hazards or concerns
3. Carry a first aid kit and attend to minor injuries
4. You must be a role model for pupils and an ambassador for the school
5. Mobile phone use should be restricted

Behaviour Policy



Our school rules:

Be ready

Be respectful

Be safe

Our School values:

Respect

Cooperation

Resilience

Compassion

Responsibility

Curiosity

- Every day you should aim to have your name put on your class recognition board. You can achieve this by showing the school values and going 'above and beyond' what is expected. Your teacher may set a daily target for the class.
- When you work hard your teacher will give you are following the school rules you will be rewarded with raffle tickets. Excellent work in books will earn you house points and maybe a visit to Mrs Painter or Mrs Mepstead!
- Each week, one person from your class will earn the 'Certificate of excellence' in celebration assembly.
- House points will be counted each week and the amount of points will be shared in assembly and a display will show the teams' house points grow each week. At the end of each term, the winning children will be rewarded with a 'Sports hour' where they can choose and undertake a sporting activity.



- Sometimes teachers may need to help you to behave as we would expect at Lainesmead. They will:
- Remind you of the expectations.
- Give you a clear verbal caution to make you aware of your behaviour and the consequences if it continues.
- Give you a last chance.
- Given you time out - if this happens you will attend a restorative meeting with your teacher, your parents will be told and a school rules form will be filled out and given to Mrs Mepstead.
- If you have 3 or more school rules forms filled in in a week you will come to 'How to shine class' with Mrs Painter or Mrs Mepstead. They will talk to you, your teacher and parents to make sure you follow the school rules in the future.

Volunteer Code of Conduct



To become a volunteer you will be required to sign up to and follow the Volunteer Code of Conduct. This includes reading and signing that you will abide by the following policies:

- Confidentiality
- Health and Safety on Educational Visits
- Safeguarding
- Education Visits