



## Ashford Park Primary School

'Inspiring a love for lifelong learning'

### Guidance for Parents and Carers who support on school trips and visits

We are very grateful to Parents / Carers who support Ashford Park Primary School when attending trips and events outside of school.

There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff.

The following must be maintained in the interests of all:

1. Mobile phones must be switched to silent and **NOT** used at any period during the time with the children but can be checked at break times.
2. Parents or other helpers will not escort any child or children to the toilet.
3. Parents or others helpers will not be solely left in charge of a group without a member of the school staff being present.
4. No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school device only. All photographs will be checked by the Headteacher before they are published on the website or sent home if this required.
5. Any photographs or comments about the trip must not be shared on Social Media.
6. Parents or any other helpers will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.

### In the event of an emergency

The team leader will have sole responsibility for contacting the appropriate emergency services, the school and / or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader.

They will follow the instructions given by the team leader and will act to promote the safety of all children and adults.

In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. The school will seek advice from the County Hall Publicity and solicitor departments as appropriate. Additionally, advice may be sought from the local police force. This is to safeguard and protect all those involved.

### Before the visit

A short meeting will be held to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes
- Role and responsibility of supporting adults
- Any particular needs of individual children or group of children

Headteacher: Mrs Sarah Tarrant  
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T. 01784 250305 | [www.ashford-park.surrey.sch.uk](http://www.ashford-park.surrey.sch.uk)





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- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Notification of who the team leader, first aiders and road crossers are
- Notification of appropriate clothing to be worn (as appropriate)
- Expectations with regard to confidentiality
- Access to information related to specific needs of individual children and / or staff
- Expected level of behaviour and an awareness of Professional Codes of Conduct

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