Rimrose Hope CE Primary School



Volunteer Guidelines 2026 - 2028

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Guidelines for Parent Volunteers Supporting School Trips

Introduction

At Rimrose Hope CofE Primary School, we value the support of parent and carer volunteers in enriching children's learning experiences. Educational visits are an important part of school life, and we welcome parents who wish to support these opportunities.

The safety and wellbeing of all children is our highest priority. These guidelines outline expectations for all volunteers to ensure visits are safe, inclusive and in line with safeguarding requirements.

👥 Role of Parent Volunteers

Parent volunteers play a supportive role during school trips. They:

- Assist staff in supervising small groups of children
- Support children in engaging with activities
- Help ensure children behave safely and responsibly
- Always follow the instructions of the trip leader

❗ Volunteers must not take children to different areas, make decisions about risk or safety, or manage incidents independently. Any concerns must be passed immediately to a member of staff.

🛡️ Safeguarding Responsibilities

Safeguarding is everyone's responsibility.

All parent volunteers must:

- Always follow the school's safeguarding procedures
- Report any concerns immediately to a member of staff
- Avoid being alone with a child in any situation
- Not take children to the toilets or changing areas alone
- Maintain appropriate physical boundaries

🚫 Volunteers must not:

- Take photographs of any children
- Use mobile phones while supervising children
- Smoke or vape at any time during the trip
- Share information about children outside of school
- Post information, photographs, videos or comments relating to the trip, pupils or staff on social media

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🤝 Behaviour Expectations

Volunteers should follow the same standards of respectful and professional conduct expected of all adults working with children.

Volunteers should:

- Speak positively to and about all children
- Encourage good behaviour
- Treat all children fairly and without favouritism
- Follow staff guidance on managing behaviour

Volunteers should not physically intervene in behaviour incidents unless there is an immediate risk of harm and directed by a member of staff.

🔒 Confidentiality

Volunteers may become aware of personal information about children.

All volunteers must:

- Treat all information as confidential
- Not discuss children or staff outside of school
- Respect the privacy and dignity of all pupils

⚠️ Health & Safety

Volunteers must:

- Follow all instructions given during the trip briefing
- Stay with their allocated group at all times
- Be aware of any specific medical or safety needs (as directed by staff)
- Report any accidents or concerns immediately

💬 Communication

- While general conversation is fine, any questions, concerns or information about the visit or children must be directed to school staff rather than discussed with other parents.
- Any concerns or issues should be raised with the trip leader
- Volunteers must follow all instructions given by school staff

🛡️ Suitability and Conduct

The school reserves the right to:
Decide which volunteers accompany trips
Withdraw a volunteer if expectations are not met
All volunteers are expected to:
Act as positive role models
Follow school policies and procedures
Uphold the school's ethos and values at all times

🤝 Agreement

All parent volunteers will be asked to confirm that they have:
Read and understood these guidelines
Agreed to follow safeguarding and behaviour expectations

✍️ Volunteer Agreement Statement

I have read and understood the guidelines for parent volunteers and agree to always follow them while supporting school trips.

Name: _____ Signature: _____
Date: _____