



Safeguarding Guide

for trip volunteers

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff and volunteers to share this common commitment.

Our Designated Safeguarding Lead (DSL) is Mrs Burnett and Deputy DSL is Mrs Blackwood



If a child discloses anything that concerns you these are the procedures:

- **React calmly**
- **Listen carefully** to the child
- **Do not promise confidentiality** Explain to the child that you must pass the information on
- **Do not ask leading questions or make judgements** Take what is said seriously. As soon as you believe that there might be a genuine issue, ask no further questions
- **Reassure the child**
- **Tell the DSL or deputy DSL without delay** If these members of staff are not available to speak to straight away, speak to the class teacher (trip leader) who will record your concern, ensure the information is recorded on our system and followed up by the DSL
- **Confidentiality is paramount.** Do not discuss what you have heard in school verbally on social media

Types of harm:

We have a responsibility to keep children (under 18) safe, both at home and school. Harm is identified in four ways:

- **Physical Harm** – when a child is deliberately hurt or injured
- **Emotional** – when a child is made to feel frightened, worthless or unloved. It can be shouting, using threats or making fun of someone. It can also be when they see their parents fighting, or visitors at home, fighting or using violence
- **Neglect** –when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming into school and being left home alone
- **Sexual** – when a child is influenced or forced to take part in a sexual activity. This can be an activity such as being made to look at inappropriate images

Helping with School Trips

The school relies on volunteers to transport and accompany children on their educational visits and are an important asset in ensuring that adult:child ratios are met and the trips can take place safely.

To ensure that their help is maximized it is important that every adult on a trip is aware of the purpose of that trip. This will enable them to help in achieving the set outcomes.

In addition, each adult should be aware of the expected behaviour from both the children and from themselves.

An adult will generally be allocated children to whom they are responsible. For example, they would be expected to ensure that children cross a road safely; that they stay with those children to ensure they don't get lost; to ensure that in the event of a fire or other emergency that the children leave a building safely. In most cases this will be done under the supervision of the Lead Teacher. However, there may be cases where an adult helper is in sole charge of the children e.g. accompanying them to a sporting event, going to the toilet.

Volunteers are expected to:

- Have a current DBS
- To be aware of the risks identified in the teacher's risk assessment
- To keep personal information that may come to their attention during a visit confidentially and share only with members of staff
- To have high expectations of pupil's behaviour and reinforce the teacher's instructions and rules
- To equally value everyone, regardless of social background, race, gender or differences in ability and to treat all the same
- **Mobile phones should NOT be used to take photos or videos whilst on a trip.** This includes volunteers' own children. School staff will take all photos using school devices
- Volunteers should ensure they have the lead teacher's phone number
- Dress appropriately
- Not smoke
- Not drink alcohol either before or during the trip
- Not use offensive language

Thank you for volunteering and we hope you enjoy the trip!