

Educational Visits – Volunteer Guidance

Thank you

Thank you for volunteering to support Lainesmead Primary School & Nursery on this educational visit.

Educational visits are an important part of our curriculum. They provide children with opportunities to develop confidence, independence and memorable learning experiences beyond the classroom. Your support plays a valuable role in ensuring that these visits are safe, positive and successful.

This guidance should be read alongside the full Volunteer Handbook. It outlines the additional expectations specific to educational visits.

Before the visit

- Ensure you have read the full Volunteer Handbook.
- Sign and return the official Volunteer Declaration Form to the school office.
- Attend any pre-visit briefing if required.
- Inform staff of any medical conditions or circumstances that may affect your ability to supervise pupils.

Volunteers who have not completed the required documentation will not be permitted to attend.

On arrival

- Report to Reception and sign in.
- Wear your visitor badge at all times.
- Attend the trip briefing and listen carefully to instructions.
- Familiarise yourself with your allocated group and supervising staff member.

Your role on the trip

You will be allocated a specific group of pupils and a supervising member of staff.

You must:

- Stay with your allocated group at all times.
- Follow the Trip Leader's instructions immediately.
- Support children in following the school rules:

Be Ready. Be Respectful. Be Safe.

- Alert staff immediately to any concerns regarding behaviour, safety or wellbeing.
- Refer all behaviour management to staff — volunteers must not issue sanctions.

You are an additional adult to support supervision — responsibility remains with school staff.

Safeguarding on visits

All safeguarding procedures outlined in the main Volunteer Handbook continue to apply.

In addition:

- Volunteers must always remain supervised by a member of staff.
- You must not take a child to the toilet or to a separate area alone.
- You must not transport pupils in your own vehicle.
- If a child makes a disclosure, inform the Trip Leader immediately.
- Any concern about a child's safety must be reported to the Trip Leader without delay.

Do not investigate concerns yourself.

Supporting vulnerable pupils

Some pupils may require additional support during visits.

You may be asked to:

- Provide reassurance.
- Offer reminders about routines.
- Support transitions or unfamiliar environments.

Follow staff guidance at all times and raise any concerns promptly.

Health & Safety

- Remain vigilant at all times.
- Carry out headcounts when instructed.
- Inform staff immediately if a pupil is missing from your group.
- Report accidents, illness or concerns straight away.
- Follow emergency procedures as directed by the Trip Leader.

In an emergency, always follow staff instructions.

Mobile phones & photography

- Personal mobile phones must not be used while supervising pupils.
- Do not take photographs of pupils.
- If you must take an urgent call, inform the Trip Leader first.

School staff will manage all official photography.

Data Protection

- Do not retain group lists or pupil information after the visit.
- Return all documentation to the Trip Leader at the end of the trip.
- Do not discuss the visit or pupils on social media.

Equality and Inclusion

All pupils must be treated with dignity and respect.

Discriminatory language or behaviour is not tolerated. If you witness inappropriate behaviour, report it to a member of staff immediately.

Thank You

Thank you for taking the time to support this visit. Your cooperation helps ensure that every child remains safe, supported and able to enjoy their learning experience.

If you have any questions during the visit, speak directly to the Trip Leader.