



**Beech Grove Primary School**  
**Off Site Visits Volunteer Agreement**



Please read this Agreement carefully, sign it and return it to the class teacher or the main reception. It is part of our school's risk assessment planning for the educational visit.

You will receive a copy of the Agreement for your information.

**Your Role as a Volunteer is -**

- to support and look after, equally, all the pupils in your group.
- to stay with your allocated staff member and group of pupils, ensuring that their well-being and safety is maintained for the total duration of the educational visit.
- to promote polite, respectful and courteous behaviour towards each other and members of the public.
- to inform teaching staff if there are issues with first aid, safety and/or behaviour.
- to show a commitment to their group, an interest in the focus of the visit and assist the children in their learning by helping them to read any signs or information, asking questions that encourage the children to think about the task and help explain areas of interest.
- to follow the guidance of the teaching staff.

**Volunteers are **not** permitted to –**

- bring additional children on the visit
- re-organise groups
- smoke, drink alcohol or engage in any other activities which may bring the school into disrepute
- take photographs of the children
- give or buy treats such as ice creams or sweets before, during or after the visit.
- discipline or touch the children - instead speak to a member of staff if there are any concerns.
- escort children to the toilets without a member of staff present.

**First Aid**

For each class on the visit there will be at least one qualified first aider.

You will be informed if any child in your group may need medication during the visit. If this is the case it will be done by a member of staff. Under no circumstances will a volunteer be asked to administer any medication.

Medications and first aid boxes will be carried by identified staff.

**Emergencies**

If you have an emergency follow the instructions of the teaching staff or inform them straight away.

If you become separated from the class please telephone them on the number you will have been given or telephone the school on 01642 818577 immediately.

**Off Site Visits Volunteer Agreement**

I confirm that –

- I have read and understood the Volunteer Agreement.
- I will follow the teacher’s instructions and support the children to enjoy the visit.

Signed .....

Name .....

Date .....