

GUIDELINES FOR THE SUPERVISION OF PUPILS ON SCHOOL VISITS

The following guidelines must be observed on all school visits to ensure a purposeful and safe visit for all pupils.

Each adult will be responsible for no more than six children. It will be his/her duty to take care of those children, ensuring their safety at all times and not leaving the group unless directed by the teacher in charge

A parent will not be responsible for his/her own child apart from in exceptional circumstances.

Parents must not be put in a one-to-one situation with a child.

Please sit among your group on the coach.

Please check your group regularly.

Children will be told that if they get lost they must stand still and wait. You will go back to find them taking your group with you if another adult supervisor is not available. They must not go with strangers.

The children must stay with their adult supervisor at all times. They are not allowed to wander away from their group. The children must not change groups.

The children should be encouraged to go to the toilet when the opportunity presents in the hope that we can avoid the urgent need at inappropriate times.

Good behaviour is expected from the pupils at all times.

The children must not eat as they walk around. This includes sweets and chewing gum.

Because of the increase in incidences of food allergies, parent helpers must not give any food or drink to the children in their care.

In the event of a "critical incident" it is vital that no communication is made with anyone outside the group under any circumstances. Upon return to school, the critical incident must not be discussed or disclosed to any person apart from members of the CIMT (Critical Incident Management Team). Support procedures will always be put in place in such an eventuality.