



## Volunteers Educational Visit Agreement

Thank you for volunteering to help on our Educational Visit. Please read the important information below, sign and return to the school office as soon as possible.

We have a range of health and safety and safeguarding rules that we follow so the children can have a safe and happy experience.

Volunteers will receive a copy of the risk assessment and this will be explained by the trip leader on the morning of the trip. This will let you know what measures we have put in place to minimise any risks to the children. It is important you have fully understood and this and follow the guidance throughout the whole day.

During the trip I agree/understand:

- To arrive to school at the agreed time
- To support with the inbound and outbound journeys via coach
- Stay in view of school staff, whilst with pupils, at all times
- To not use mobile phones, or other smart devices to either use or to take photos as I understand that this is not permitted
- Staff are first-aid trained and will deal with any issues
- For safeguarding reasons, only school staff may accompany children to the toilets
- It is the responsibility of the trip leader to communicate any necessary information to other parents as we have policies and procedures in place for everyone's protection.

Please sign below to say you have read and understand these expectations, by signing this you are agreeing to all of the above. You will need to notify the school office at least 2 weeks prior to the educational visit if you are unable to attend.

Many thanks for your support

<b>Educational Visit / Year Group:</b>	
<b>Full Name of Volunteer:</b>	
<b>Volunteers emergency contact name:</b>	
<b>Volunteers emergency contact number:</b>	
<b>Signed:</b>	
<b>Date:</b>	