BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Guidelines for Helpers on School Trips 2026-2027

Thank you for agreeing to help with our school trip. Please read the following guidelines that we have put together to help our trips run smoothly and ensure the children get the most out of them.

Please refer to trip risk assessment and speak to the led teacher for additional information and the latest updates.

- If you are allocated a group of children:
    - Please stay with these children at all times
    - Encourage all children to go to the toilet at regular intervals
    - Interact with your group – asking questions and giving encouragement
    - Be enthusiastic about the learning
    - Stay within the location perimeters – be clear where you/the children are allowed
    - Children must stay with the group at all times
- Follow the instructions of the leader/teacher.
- Do not offer food (including sweets) or drinks to children in your group.
- In emergency use phone numbers below.
- If you are unsure about any of the arrangements consult with the visit leader.
- Reinforce, expect and model good manners, appropriate behaviour and respect (eg lots of please and thank you, walking not running, talking not shouting, being attentive to the leader/guide).
- Please refrain from eating/drinking until group break times, and using your phone at any time unless to contact the group leader.
- Please do not take photos (on camera or phone) without the permission of a teacher.
- Please refrain from using your phone on a school trip, you are there to support the children in their activities. It is also important that you don't post messages about the trip particularly with regard to travel. The school has a system to text parents when delays or emergencies occur and it is important that we use this a single system for all.
- No smoking, vaping, swearing, or unnecessary shouting.

School off site phone number will be allocated on the day (for use only in emergency off site)
School on site phone number for trips 07435723942 to contact school in an emergency
School phone number 01903 235389

In an emergency, do not contact anyone else – it is the teachers' responsibility to deal with contact issues (note: confidentiality).

Sept 2026