



**DULWICH  
WOOD**  
PRIMARY SCHOOL

## **Guidance for School Trip Volunteers**

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please speak to the class teacher at the end of the school day. We do appreciate your help on school trips; we recognise it would be difficult to organise visits and trips without parent volunteers.

- All children are told that they must stay with their group and the group leader at all times
- Children are not allowed to eat or drink on transport
- The trip leader and class teachers lead the rules, routines and expectations for the day. Please help the teacher by ensuring your child(ren) follow instructions e.g. walking in pairs, when to eat and drink, how much money can be spent in a gift shop
- If there is a medical emergency, let the trip leader know immediately (or class teacher if you cannot contact the trip leader immediately)
- If you need to leave the group for any reason, please inform your trip leader (do not leave your group unattended)
- You must not take any children to the toilet by yourself
- Mobile phones should not be used during the trip. This includes: making and receiving calls, texting and taking photographs.