

Parent/Volunteer Expectations on Excursions

Supporting Volunteers/Parent Helpers

As parent helpers are a key part of adult:child ratio they are critical to the success of the supervision and health and safety on an excursion. Take some time to think through what they need to know about expectations of them, and how to communicate this to them. Consider the following:

- Parent helpers need to actively supervise the children in their care. This means being close enough to keep them safe at all times. They should not let any child leave their group.
- Parent's own behaviour should not put any children at risk – eg leaving the group for a coffee, popping into a shop etc.
- If a parent has a health condition which might compromise their ability to supervise throughout the excursion, ask them to let you know.
- Make sure each parent knows which children they are responsible for. Give them a list of names.
- Make sure they are aware of the itinerary, timetable and general logistics of the excursion.
- Parents need to stay with the main centre group at all times – unless some part of the activity is on a rotating basis. If they need to leave the group for some reason, make sure they know to notify a staff member first.
- Parents need to accept that there is no place for smoking, alcohol, or other illegal drugs on any excursion.
- Parents need to agree to follow all the requests and expectations of the teaching team.
- Describe the positive behaviour policies of the centre – explain to parents how they are expected to manage children. Be clear about when they should seek immediate help from a staff member.
- Be clear about what is acceptable in terms of taking photographs of children on the excursion.
- Make sure parents know about the arrangements for toileting, food/drink, looking after children's belonging, who has the First Aid Kit, the number of the emergency cell phone and what will happen in

any emergency.(ie adults should not take groups away from the main group unless this is planned and organised).

Updated March 2024