

*Thanks...* for your help! It's very much appreciated and we could not run successful school trips without the support of volunteers like you.

Please read the following points carefully to ensure you and the children have the best possible day.

- We want you to enjoy your day. Please ask the teacher in charge of the trip if you are unsure or concerned about anything.
- Try to help the children you are working with get the most out of their day. Ask them questions, guide them towards answering their own questions and try to keep them as focused as possible on the task in hand.
- Please report any instances of unacceptable behaviour to a teacher as soon as possible so they can deal with them swiftly and appropriately.

The safety of all the children remains our primary concern at all times. Therefore:

- If any child seems unwell or hurts themselves, please tell a teacher as soon as possible.
- Keep any children in your group (as directed by the teacher) together at all times.
- Refrain from photographing or videoing any children. School staff are bound by a strict data policy which enables them to photograph children for specific purposes and to store the images securely on the school network.
- Inform the teacher in charge if you are unsure or concerned about anything at all.