

KEEPING YOURSELF

SAFE

Please do not allow yourself to be in a compromising situation.

Always ensure that you are not alone with a child.

Always ensure that all interaction with children cannot be misinterpreted.

Always report any concerns or over-familiar interaction to the trip leader.

REMEMBER

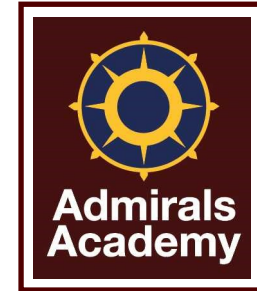
YOU ARE ASSISTING ON AN EDUCATIONAL VISIT. YOUR BEHAVIOUR SHOULD BE BEYOND REPROACH.

PROTECTION OF A CHILD MUST BE YOUR FIRST PRIORITY.

YOU ARE A ROLE MODEL FOR THE CHILDREN ON THE TRIP.

WITHOUT PARENTAL / VOLUNTARY HELP, OUR TRIPS COULD NOT GO AHEAD.

WE DO APPRECIATE EVERYTHING THAT YOU DO TO ASSIST US AND WE HOPE THAT YOU ENJOY THE TRIP AS MUCH AS THE CHILDREN DO.



Child Protection Quick Reference for Volunteers on a Trip

Thank you for offering to assist us on our trip.

Enclosed in this leaflet is information on how to keep yourself and our children safe whilst away from the academy.

Please take the time to read the details within the leaflet and speak to us should you have any queries.

As an adult assisting on one of our trips, there are a number of safeguarding rules, regulations and requirements which we would expect you to abide by.

This leaflet will provide you with the details of our expectations and should be read in conjunction with our Child Protection Quick Reference for Visitors guide.

WHAT MUST I DO ON ANY TRIP?

- Ensure you know who the trip leader is, so that you know who to go to in case of an emergency.
- Know your role.
- Don't ignore a Safeguarding issue—see separate leaflet on how to handle this or speak to the trip leader.
- Remember that you are seen by the children as a role model and a safe, trustworthy adult. Your actions and words will be viewed as being acceptable and correct.
- Be mindful of the language you use and the way that you say things.
- Photographs of children (other than your own) should not be taken.
- Details about the trip should not be broadcast on any social media site without the permission of the parents of the child involved and not until the trip has returned.
- Ensure that you are wearing appropriate clothing.
- Your attention should be focused on the children that you are with at all times.
- Personal mobile usage should happen only when you are not with the children.
- You should not discuss the children who are on the trip, with anyone who is not on the trip, even if their parents are your friends.
- Photographs should not be taken of children on the trip and sent to their parents, placed on social media, or stored in your phone or camera.
- Alcohol or illegal substances should not be consumed at any time whilst on a trip.
- Smoking is only permitted in designated areas, at appropriate times, when the children are not present.
- You should be appropriately clothed at all times when in the presence of a child.
- Any medication to be administered only by the visit staff, with the permission of the parent.