



DANES HILL SCHOOL
STRONG & SAGACIOUS

DATE: 1ST SEPTEMBER 2021

REVIEW DATE: 1ST SEPTEMBER 2022

AUTHOR: HEAD OF PRE-PREP BEVENDEAN

BEVENDEAN
GUIDELINES FOR PARENTS ESCORTING
GROUPS AWAY FROM SCHOOL
POLICY

- Parent helpers must attend a Risk Assessment briefing with the trip leader prior to departure, the risk assessment must be signed to acknowledge that this has been read and understood
- Responsibility for all children on the school trip remains that of Bevendean staff. A teacher in charge will be nominated, in most cases this will be the Head of Year
- The teacher in charge will advise parents of the toilet and drinking water facilities available, set-down and pick-up points and times and the emergency meeting point
- The teacher in charge must issue you with a list of names of the children in your care who must remain close to you at all times, this list must include any medical or dietary needs. This is dependent upon the type of outing being undertaken each time
- During outings, parent helpers and their group should remain with a member of staff and their group at all times
- Pocket money is strictly forbidden on school outings, so please do not treat the children to any souvenirs or buy them food or drink
- **Mobile phones must not be used unless in an emergency**
- **Please do not take photos or videos of the children on any personal devices at any time**
- The teacher in charge will advise you of lunch and play arrangements and times. Please adhere to these
- The children are not allowed to eat or drink on the coach
- The children must at all times wear seat belts on the coach
- All Bevendean staff are first aid trained. In the event of an accident, please try to locate a member of Bevendean staff as soon as possible. If this is not possible, please treat the child yourself and inform the teacher in charge of the accident and treatment administered