



ST CLARE
Catholic Multi Academy Trust



Sacred Heart School, a Catholic Voluntary Academy

Part of St Clare Catholic Multi Academy Trust

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Headteacher: Ms L. Tuplin

Trip Volunteer Form

Thank you for your support with out of school visits. We appreciate the time and commitment you have given to enable this visit to go ahead. In order to safeguard our children, we ask trip volunteers to abide by the following guidelines:

1. Be familiar with the part you play in the trip risk assessment
2. Follow the direction of the trip leader in order to ensure the risk assessment is adhered to
3. Take responsibility for supervising the group of children allocated to you.
4. Understand that as part of the risk assessment, you will not be responsible for supervising pupils alone unless a DBS check has been carried out
5. Do not take any photos or videos on the trip unless directed to by the trip leader using school devices
6. Incidents concerning specific children should not be discussed with other members of the school community following the trip
7. Any sensitive information and concerns shared with you by a child should be reported to the trip leader and need to remain confidential
8. If you are feeling unwell, please do not attend the visit
9. If you have any medical needs that would need to be known in an emergency, please inform the trip leader

I agree to follow the above guidelines whilst supporting on and out of school visit

Signed _____

Date _____