



Guidelines for Supporting Adults  
On School Trips

Responsibility for the students ultimately rests with the teachers supervising the trip, your role is to support the teaching staff, giving them another set of eyes, ears, mouth & hands.

**Legal side.**

**Duty of Care**

This means we must act as any prudent parent would in the supervision & care of the children.

**Higher Duty of Care**

This extends the above legal obligation, to those with training & experience with children. It means the teachers should have a better understanding of the way children behave & the potential risks, & thus take measures with this increased knowledge to protect & care for the children under their care, possibly more fortuitously than their parents.

This is why we seek help from adults to assist us in the monitoring & care of our children in our care.

**Code of practice**

If we are following an activity where the governing body provides 'Codes of Practice' we must follow these.

The school may also have 'Codes of Practice' for an activity.

**Loco Parentis**

The teacher takes on the responsibilities of the parent in their absence.

**Children's Act, 1989**

We need to run criminal clearance checks on all adults who assist us with the supervision of children.

OK that's the legal stuff, don't let that put you off, it's all common sense & what you would do without thinking anyhow.

The person in our school responsible for all out of school trips / activities is:  
John Jenner Jnr.

We endeavour to visit many locations, before the students trip, although this is not always possible. To better assess the risks & measures we can take to control these. It would be great if you could attend these also as it gives us a chance to talk through issues, give you a chance to understand the environment & you are more than likely to bring up issues we may not have considered without your presence. Two minds are better than one.



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**Some simple guide lines:**

- **You can only supervise what you can see.**

So make sure we keep the children together & within our line of sight.

**This is a key contribution you can make to our trips.**

Children going to the toilet, in a shop etc, i.e. whenever we start to split the group or acting as a; front, middle or rear peer of eyes, assisting the teaching staff.

- You are acting a bit like Jiminy Cricket on the shoulder of Pinocchio. But this time it's one of our children.

Correct them whenever you see behaviour wavering.

Our children are very responsive & usually a firm & kind word will be all that is needed.

- You will be introduced as a member of staff, surnames are usually best as this reinforces this & sets a little distance between yourself & the children, which is needed when you want to exert some authority over the group.

The responsibility of the group still rests with teachers not yourself, so don't worry.

- Always expect the best courteous, polite behaviour from our students, & challenge them whenever this is not evident.

It is usually silly things like pushing in the line of people or dropping paper, or being too noisy, or being a bit boisterous in an inappropriate place.

- Residential trips have moments of potential flare-ups, notably the first night, the last night. Maintaining supervision is the key & letting the children know you are watching them, is usually all that is needed.

All residential trips will have 'Code of Conduct' forms for the pupils to follow, make sure you have a copy.

- It is normal practice in schools, that when a child is unresponsive to pass the problem up the line of command. Often the threat of this will get the child to think twice.
- Children are more likely to be a little silly at times when with friends, they are constantly battling to gain acceptance from their peers & our presence & the purpose of the visit will always pay-second-fiddle to this.

So as a group the potential for a dangerous action, from the child, is much higher than when with their parents.



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A few tips on group control.

- Get in early, as soon as you see the first pupil wavering.  
If you don't, when one child sees another getting away with inappropriate behaviour, they will follow.
- Try not to challenge children.  
Ask them to do something, if they are unresponsive, give them a choice.  
Pick up the litter or I'll have to ask Mr Jenner to deal with you.  
Demanding they pick the litter up, will often result in obstinate, unreasoned behaviour.
- Remember your grandparents or great grandparents, I expect there was a little distance between you and them, you held them in great respect & although they showed you love, it is It would've been unlikely to see them around at the child's level.  
They tended to be rather serious & austere
- Don't belittle them, or embarrass them, this breeds resentment & they are likely to go out of their way to make your life difficult.
- Our children are usually well behaved & easy to work with.  
Often praised out of school for the courteous & polite behaviour.

Remember you too can enjoy the trip.

Honest!