



GUIDANCE FOR ADDITIONAL ADULTS ON SCHOOL TRIPS

All adults who accompany school trips must adhere to the following guidance. The guidance should be given to such adults before the trip.



- ALWAYS position yourself at back while the teacher is leading front of the line
- ALWAYS make sure children are walking on the inside of the pavement
- ALWAYS make sure children are in pairs
- ALWAYS support the teacher in crossing roads
- ALWAYS make sure all adults and children know who is in their group
- ALWAYS check you have packed lunches, first aid kit and identity stickers
- ALWAYS assist teacher by 'head counting'
- ALWAYS have a trip timetable
- ALWAYS remember you are responsible for every child in your group



- DO NOT answer phone
- DO NOT put yourself or others at risk
- DO NOT be distracted or gossip
- DO NOT go to the shops
- DO NOT leave group unattended
- DO NOT swear or use inappropriate language
- DO NOT let children wander off
- DO NOT smoke
- DO NOT leave belongings unattended
- DO NOT allow children to shout or run wild
- DO NOT let children eat 'en route' (no sweets)
- DO NOT give parents too much responsibility
- DO NOT let children go to the toilet alone
- DO NOT lose track of time