



WEST SUSSEX COUNTY COUNCIL  
ST MARGARET'S C.E. PRIMARY SCHOOL  
ARUNDEL ROAD, ANGMERING, WEST SUSSEX. BN16 4LP



DIOCESE OF CHICHESTER  
Bishop's Commendation 2012

Headteacher: Mr D BOREHAM, B.Sc (Econ), Dip Maths Ed, M.Ed

Telephone: (01903) 785416  
Fax: (01903) 850749

**St Margaret's CE Primary School Trip Guidelines Sheet - 2016**

**Volunteer Guidelines**

Thank you for giving up your time to help us on this trip. Below you will find a list of prompts and questions to help you, the children and the teachers enjoy a memorable day.

***You need to make sure you have done / will do the following...***

- Provide the office with details to complete a DBS check in advance of the trip (if applicable).
- Please make sure the school office and the teacher leading the trip has your next of kin contact details and any relevant medical information.
- Please be aware that it is school policy that volunteers do not post photos or any information on social media.
- Photos should only be taken with school equipment; please don't use camera phones.
- No smoking.
- Make sure the trip leader is aware of any problems with behaviour or any concerns you have as soon as possible, please don't attempt to intervene or feel you have to resolve a problem by yourself.
- Make sure you have a contact number, both mobile and landline, for the school.
- Make sure you treat your own child(ren) the same as other pupils.

***The trip leader should have made you aware of the following (please politely remind them if they have forgotten!)***

- Have you been introduced to the trip leader? (Which adult is it?)



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- Do you know the arrangements for sitting on the coach including where you should sit, the use of seatbelts, what to do if a child feels sick or ill and what to do with litter etc.?
- Who is in your group and any special requirements or needs (e.g. medical or behavioural or/ and allergies they may have etc).
- Where to meet / what to do if you or a member of your group become lost or separated from the others?
- What you should do if one of your group requires first aid during the visit?

*We hope that these guidelines will be valuable to you. Thank you for helping us to bring this great learning experience to our pupils!*



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