

Parent Helpers on Excursions

Thank you for volunteering to accompany us on our excursion. Without volunteers, we could not run this activity, because we need to have sufficient adults with us to ensure the security and safety of the children.

We hope that you will enjoy your day, and that the children will also enjoy theirs. This guideline may assist all of us to achieve that end.

Prerequisites –

1. WORKING WITH CHILDREN CHECK

It is school policy at Cranbourne West that all parents who assist directly in our program hold a current Working with Children Check card. There are obvious and good reasons for this, and it's free to obtain. Please see the front office or Debbie Nobbs for an application form or provide your current card to the office so a photocopy can be made for the school files.

2. SETTING A GOOD EXAMPLE

[a] Smoking - It is School and DEECD Policy that no adult will smoke in sight of children. We know that passive smoking is a real health risk, and we know that children imitate the habits of those they like and trust. It is recommended that no adults smoke whilst on a camp or excursion.

[b] Acceptable Language - children learn language from those they hear talking. If they are to learn acceptable language, they need good models.

[c] Acceptable Behaviour - is also learnt largely from those around us. Please model it.

3. CHAT TO THE TEACHER. Why is this excursion being taken? What particular things are we going to concentrate on? Are we taking any children with special needs (e.g. physical, social or medical)? Are we doing lots of walking? Do I need to bring lunch and/or drinks? Remember that you are probably going to supervise children while they eat, so you really can't walk off to a milk bar somewhere. What is the weather likely to be?

4. IF YOU CAN'T GO please inform us as soon as possible, even on the day, so that we can ask someone else to fill your place, and the excursion can go ahead. *The more notice we have, the better.*

/please turn over...

On the Day –

Be there in time to help organise the loading of buses etc. if you can. If you are in charge of a designated group, find out who they are and get to recognise them.

Be aware that for the day you are a member of staff so far as children are concerned, and so far as teachers are concerned, too. If you leave the group briefly, let a teacher know where you’re going, and for how long.

Possible duties –

Remember that staff are generally committed to keeping an eye on the main body of the students, so you may be the one who is asked to take individuals to toilets, help find someone’s money etc.

You have much the same range of things to do as any staff member. This might include

- Supervising students eating
- Getting the post meal mess cleaned up [Pick the papers up!]
- Taking students to/from toilets, drinking fountains etc.
- Bus supervision.
- Praising appropriate behaviour, and encouraging the inappropriate to modify their behaviour. Modelling acceptable behaviour and language yourself.
- Being a photographer (in accordance with school policy guidelines).

We would like everyone to get the most enjoyment and the most educational value possible from excursions. As parents you would expect us to deliver nothing less.

Thank you again for volunteering to help us.

We look forward to the excursion.

I have read the “Parent Helpers on Excursions” document,

And I agree to be bound by the conditions outlined when acting as an excursion assistant at Cranbourne West Primary School.

Name.....

Signed.....

Date.....

Please print child’s name and grade: -

Child’s name Grade.....