

Parent Helpers on Excursions

Thank you for volunteering to join us on our excursion. Without volunteers, we could not run this activity, because we need to have enough 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 and DET policy that all parents who assist directly in our program undergo a WWC check. There are obvious and good reasons for this. WWC checks are processed free of charge at all Post Offices. You should first visit www.workingwithchildren.vic.gov.au to complete your application and then take the printed application receipt to the Post Office for lodgement.

2. SETTING A GOOD EXAMPLE

[a] Smoking - It is School and DET 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? [physical? medication?]
- Are we doing lots of walking? [sensible shoes].
- 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.
- Is it going to be hot? wet? sunny?

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.*

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 of students, find out who they are and get to know them so you can easily recognise each student.

Be aware that for the day you are a member of staff as far as children are concerned, and as 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 small groups of students 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.

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.