



St. Elizabeth's Nursery

Guidance for Volunteers on Educational Visits out of Nursery

We appreciate parents' help on educational visits – it would be difficult to organise visits outside nursery without parent volunteers.

1. Parent helpers must be at the pre-visit briefing / risk assessment meeting immediately before departure.
2. The Nursery Manager will give parent helpers a list of children for whom they are responsible.
3. All children are told that they must stay with their group and the group adult at all times.
4. If the visit involves a **coach journey**, please help the children in your group to put on and fit their **seatbelts**. Children are **not allowed to eat or drink** on the coaches. The designated first aider has sick bags, if needed. Adults must sit spread out through the length of the coach, not together.
5. **Miss Delia or Miss Liz** are responsible for ALL first aid and medication.
6. The Nursery Manager leads the rules, routines and expectations for the day. Please help ensuring that your group follows all instructions e.g. when to eat and drink.
7. **Parents are not allowed to take children to the toilet.** A staff member must accompany the children. Never go into the toilet yourself while the children are in there.
8. If there is a medical or other emergency, let the Nursery Manager know immediately. The Nursery Manager is responsible for contacting the school office in emergency situations.
9. **Please keep your mobile phone switched off during the educational visit.**
10. **Parents DO NOT take photographs / videos (including with a phone) on a nursery visit.**
11. If you need to leave your group for any reason please inform the nursery manager.
12. Parent volunteers are asked to **respect confidentiality at all times**. It is vital that you do not share anything about specific children with friends, family or a child's parents, even if you know them well. If you have any observations or queries concerning the visit, please direct these to the nursery manager.

Thank you for your help and your co-operation. Your support makes it possible for us to undertake many interesting activities with the children.

Policy dated June 2025