



Planning a Visit



Roles and Responsibilities of Parent Helpers on School Visits to the Peak District National Park

Thank you for volunteering to help on a school visit to the Peak District National Park!

We would like to make your day as enjoyable and rewarding as possible, by ensuring that you have all the information you need about supporting your school's visit.

It will be helpful for you to understand some of the different roles on the School Visit, and a summary of each person's responsibilities:

- **Peak District National Park (PDNP) Leader:** Responsible for hosting the day's programme, they will take the lead on teaching/facilitating the activities, and take responsibility for Health and Safety during the visit on the site.
- The PDNP Leader may be supported by **PDNP Volunteer(s)**: Our volunteers are trained, skilled individuals who are responsible for supporting the PDNP Leader in the delivery of the programme of activities.
- **Class Teacher** from school: Acting as "Visit Leader" and has overall responsibility for the whole day's visit. They support the PDNP Leader during the activities, but are responsible for the behaviour and discipline of the group during the visit; they are *in loco parentis* for all pupils. *If there is more than one Class Teacher attending it will have been agreed who is the 'Lead' Teacher and therefore taking the role of the "Visit Leader."*
- **Teaching Assistants and other School Staff:** Responsible for supporting the Class Teacher in all/any aspects of that role, supporting the PDNP Leader during the activities, contributing to supervision of the whole group, and with the knowledge/ability to take over as "Visit Leader" if required.
- **Parent Helpers:** Responsible for supporting the Class Teacher and other School Staff in the smooth running of the visit, usually through the direct supervision of a small number of pupils. You are *not* expected to know much/anything about the curriculum topic being studied!

Specific advice for Parent Helpers on next page....

The Role of the Parent Helper:

Before the Visit:

- Most Class Teachers will divide the class into small sub groups (e.g. 3-6 pupils per group) and will delegate supervision of each small group to a TA / Parent Helper. Ensure you know which pupils are in your group (and that you know their names and can recognise their faces). Additionally, ensure you have been briefed about any relevant medical / behavioural / special needs / safeguarding information.
- Read the Site Information sheet for the site you will be visiting, so you know what to expect (they contain both photographs and site descriptions). These can be downloaded from the [Health and Safety page](#) of our website.
- Read all information about the visit, provided by your school.
- Ensure you wear / bring suitable clothing (including footwear) for the visit. See [What To Wear](#)
- Ensure you disclose any relevant medical information about yourself (e.g. allergies) to the Class Teacher.
- Ensure your overall level of health and fitness is sufficient for the day's activities (which may involve being outside all day, potentially walking up to 5km on rough paths / uneven terrain).

During the Visit:

- Fully engage with and get involved in all activities.
- Keep your group together to aid supervision - especially while outside.
- When undertaking learning activities, support/guide your pupils in their learning – but avoid being tempted to tell them the answers!
- Regularly count your group throughout the day to ensure they are all present.
- Please don't take photographs of any children during the day (schools have strict safeguarding policies). If you wish to photograph the landscape etc, please check with your Class Teacher that this is acceptable.
- Please follow any directions / instructions of the PDNP Leader and your Class Teacher, to ensure clear lines of leadership and avoid any confusion for the pupils.
- If your own child is attending the visit (and especially if they are part of your little group), you need to be aware of the potential for your own parental instincts to compromise the Class Teacher's plans for group management. Remember to provide the same levels of supervision / support to all members of your group. This is particularly important if there is any form of accident or incident.
- If you have any concerns at any time during the visit, please raise these as soon as possible with your Class Teacher, or any supporting school staff.

After the Visit:

- Be prepared to contribute to the evaluation of the visit.
- Make yourself a well-earned brew, and start [planning your next visit](#) to the Peak District National Park. We would love you to return, perhaps with family or friends, and explore more of the National Park!