

VR010 - Volunteer Role – School Trip Helper (Day Outing)

If it is appropriate, a risk assessment should be undertaken by the Head Teacher or appointed member of staff for this activity/event prior to commencement.

Role Purpose

Under the direction of the Head Teacher, the purpose of this volunteer role is to support staff as the additional adult within Aberdeenshire Council on a single day school trip.

The role does not legally permit a Disclosure Scotland/PVG check to be undertaken on the potential volunteer. This is based on the role operating with having no opportunity for unsupervised contact with children.

Duties

- Support the teacher guide pupils on a single day outing/activity.
- Contribute to ensuring safety and behaviour.

Abilities, Skills and Qualifications

- Good communication skills.
- Positive, reliable, supportive and caring nature.
- Ability to maintain confidentiality at all times.
- Ability to work in a wider team.

The purpose of this document is to indicate the general tasks involved and not to form an exhaustive list of detailed activities. The above tasks will develop in line with the volunteering role and experience gained.

Pre-volunteering checks that are required prior to commencing in this volunteer role include Eligibility to Work in the UK and reference. An offer of volunteering by Aberdeenshire Council will be subject to the outcome of these checks being satisfactory.

For a person to be Eligible to Work and volunteer in the UK they must provide proof through valid documentation. The lists of acceptable documentation, as outlined by the Home Office, indicate the different documents that can be provided. Please note in some cases a combination of documents will be presented. Documents from [List A](#) demonstrate an ongoing right to work or volunteer in the UK. Documents from [List B](#) demonstrate that the individual has a time limit to their right to work to volunteer in the UK. An individual

should not continue in volunteering beyond the expiry date on the documentation unless further documents are presented.

Please refer to the [Volunteer Procedure](#) for full requirements.