



National  
Guidance

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## Helper

A Helper is an adult who has an agreed role during a Visit, but who is not a Visit Leader, Assistant Leader, Activity Leader or Participant. For example, a Helper might be: an inexperienced member of staff; a Parent; an apprentice, student or trainee; or a carer. Any child or young person in a helping role should be regarded as a Participant.

Establishments must ensure that any Helpers are subject to an appropriate vetting decision by Heads/Managers and are used appropriately (not as a replacement where an Assistant Leader is required). Helpers should be suitably competent and confident to carry out their role and briefed appropriately about relevant establishment procedures so as to be able to carry out the duties they are assigned (e.g. whether they will work independently or be under supervision). The details of the engagement process may depend upon whether the Helper is employed, contracted or acts as a volunteer, but in all cases should be appropriate and thorough.

If you are a Helper, you should:

- Make sure you understand the role, responsibilities and limitations that you have been assigned and how these fit with other staff including the Visit Leader.
- Be competent and confident for the role and responsibilities that you have been assigned.
- Know about establishment and employer policies and procedures, insofar as they affect the responsibilities you have been assigned, and work within these.
- Ensure that you have been briefed about the nature and location of the visit and about the participants (including age, health information, capabilities, special needs, safeguarding and behavioural issues).
- Report any concerns you have during the visit to the Visit Leader/Assistant Leaders as soon as possible.
- Be prepared to contribute to the evaluation of all aspects of the visit, both during and after the event.

If you are a Parent of a young person taking part in the visit, you must be aware of the potential for your parental instincts to compromise the Visit Leader's plans for group management, particularly if there is a serious incident - where you may be distracted by the needs of your own son or daughter, rather than looking to the needs of the whole group. This means that in most situations, unless it is an agreed part of the plan, the Visit Leader should avoid assigning to you a leadership role that gives you direct responsibility for your own child.

