

ST NICHOLAS WEST TANFIELD CE PRIMARY SCHOOL

Policy Title: Policy for voluntary helpers in school

Contact Person: Mrs A. Peacock

Our Aims

- To build positive relationships with all the adults who help in school.
- To value and utilise the expertise, talents and interests of adults who come into school.
- To enable the children to meet and work with a variety of different people.
- To facilitate individual and small group work under the teacher's supervision and guidance.

Rationale:

At St. Nicholas school we welcome a variety of adults into school as voluntary helpers. These may be parents, grandparents and other relatives of children in school, family friends, and members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic. All offers of help are much appreciated.

Organisation

Class teachers will ask for help with general classroom activities such as hearing the children read, playing games to develop learning and social skills, supporting group activities such as baking, sewing, craft activities etc. We also ask for help on school trips and on the journey to the leisure centre for swimming lessons. Adults help in school throughout the day. They may be asked to help with a range of activities and tasks depending upon their preference and skills. Helpers will be given very clear guidelines by the staff for the activity with which they are required to help. It is for this reason we ask if parents/helpers could arrive 5 minutes before each session begins in order for the teacher to give clear directions on the activity.

Confidentiality & Discretion:

We ask that all help is viewed in a professional manner. We have well defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns.

Please do not be tempted to relay anything you have seen or heard in a classroom to other parents, we need to be assured that you will exercise total discretion in all respects (children's attainments, attitudes & behaviour) when you are helping in school. If you have any concerns at any time about the way a child has been treated, or any aspect of classroom practice, please raise the issue with the head teacher. If another parent approaches you, about any matter in the classrooms, please do not discuss this in any way, but please refer their questions to the school.

Safeguarding:

All helpers who have regular contact with children will be asked to complete a DBS (Disclosure & Barring) check (previously Criminal Records Bureau (CRB)) in order for them to be police checked.

Child Protection – Safety of our children

We care for our children and their safety is paramount to us. On occasions, children do make comments that may cause concern. In such situations, an adult cannot promise to keep a secret. No further questions can be asked and the adult must immediately raise their concern. If anyone

sees/hears anything that causes concern please report it IMMEDIATELY to a teacher who will advise you of school policy.

Please ensure any possible 'Child Protection' (CP) issues are reported to the Designated Child Protection officer – **Mrs Peacock/ Ms Mandelson**.

Mobile Phones:

The use of mobile phones is not permitted during the school day (except in the staffroom).

Interaction with Children:

You should never be left in the classroom with children on your own. Children will sometimes 'push the boundaries' when with a new adult. If a little reminder does not elicit an immediate improvement, please refer the matter to the teacher.

We have careful guidelines on physical contact with children:

Please remember not to initiate contact with children – let them take the lead, but discourage over familiarity.

If a child asks to go to the toilet and needs assistance, refer them to the class teacher rather than take them yourself.

If you are helping to dress/undress children for PE etc please encourage the child to do as much as possible for themselves.

No adult in school is allowed to remove / insert earrings.

Whilst you are in the classroom you will sometimes see children being disciplined. However sorry you feel for them, please do not give them any comfort or support. You will not always be aware of what has happened previously or the warnings that have been given.

Any matter that is of concern should be discussed with the headteacher immediately in order for any misunderstandings or difficulties to be addressed as a matter of urgency.

Health & Safety:

Please familiarise yourself with FIRE PROCEDURES & FIRST AID PROCEDURES. The teacher in charge of the class you are supporting will advise you about where to access this information.

All helpers in school will be provided with a copy of the Policy for Voluntary Helpers in School & asked to complete the Helper's Agreement of Conduct form in addition to completing a CRB check.

Policy Adopted:

Chair of Governing Body:

Head Teacher:

Review date.

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Helper's Agreement of Conduct

Working with other people's children is a privilege with responsibilities. Teachers and helpers work together as a partnership for the benefit of the children in our school.

Whilst helping in school, volunteers are entitled to be treated with respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr, Miss or Mrs rather than by first names.

We ask all helpers:

- To demonstrate their support for education and give their full attention to the task in hand.
- To treat what they see and hear in school as confidential.
- Not to share or discuss anything about a child or member of staff outside school even with a child's parents.
- Not to look at or compare children's work, records or staff records.
- To arrive on time and be ready to start the agreed task.
- To leave all matters of discipline to the teacher responsible for the group.
- To accept direction and supervision by trained professionals.
- To present a positive role model.
- To refrain from inappropriate language or topics of conversation.

As a school we agree to:

- Treat helpers with respect and care and recognise their valuable contributions to the educational experience of our children.
- Assigned worthwhile tasks which are explained clearly.
- Provide access to any school policies and procedures that are relevant.
- Provide any training and supervision necessary.
- Ensure that the children you work with behave and work well.
- Treat anything you tell us with confidentiality.

I have read the 'Policy for Voluntary Helpers in School' and the 'Helper's Agreement of Conduct' above and agree to adhere to these conditions.

Signed: _____ Date: _____ -

Print Name: _____