



## **Adult Helpers Policy**

### **Milverton C P School**

#### **Rationale**

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

#### **Aims of policy**

1. To provide parents/staff and volunteers with clear expectations induction and guidelines for working in school.
2. To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

#### **Safeguarding**

As volunteers will be in a position of trust we expect them to maintain strict confidentiality at all times. We are committed to providing a safe environment and expect all staff and volunteers to share in this commitment. All schools have a statutory duty to safeguard and promote the welfare of the children in its care. Safeguarding is about protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances that enable children to have optimum life chances and enter adulthood successfully.

It is illegal for anyone who is barred from working with children to apply for, or work/volunteer, in a school. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing, of the offence and penalty.

The school will carry out other safeguarding checks on volunteers.. Volunteers, who help on a regular basis, will be asked to complete a full Criminal Records Bureau (CRB) check.

Volunteers not requiring an Enhanced Disclosure (at the discretion of the Head Teacher):-

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. school fete, mums / dads in school days etc who do not have unsupervised access to children.

#### **Child Protection**

If you are concerned about a child from what you hear or see, you need to talk to their class teacher or the Designated Child Protection Officer who is the Headteacher or in his absence the Deputy Child Protection officer Jane Nicholls. If you speak to the class teacher they will decide whether it needs to be reported to the Designated Child Protection Officer who will then decide what, if any, further action needs to be taken.

#### **Signing in**

When any helper arrives in the school they must always sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

#### **Confidentiality**

We cannot stress enough the importance of confidentiality. Any information which you hear or see about a child must not be repeated. Volunteers need to be mindful that if they spend time in school, there may well be times when they have access to information that is not general knowledge. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further. It is essential that the things heard in a less formal manner are not discussed outside of the school, as gossip of any kind is potentially damaging to all stakeholders in the school. Likewise, members of staff should not be spoken about with other parents – in person or on social network sites.

### **Dress**

The school has a Dress Code which we ask you to follow. As teachers we have to find the balance between portraying a professional image at the same time as considering what is practical. Short skirts and revealing tops are not considered to be professional wear.

### **Mobile Phones**

Mobile phones and devices capable of taking photos or videos must not be on your person when you are in the school working with the children. However, if you do bring them, the school cannot take responsibility for them.

### **Language**

We obviously ask you to be mindful of the language which you use in the school. We encourage positive praise, so please avoid discussing any child's ability within earshot of other children, and please never criticise a child's ability.

### **Smoking**

Smoking is not allowed in the school building or grounds. Parents who are kind enough to accompany us on school trips are also requested not to smoke.

### **Fire Procedures**

If you hear the fire alarm when you are in class, please follow the given instructions from the class teacher. If you are in another area of the building with a group of children, please ensure all children in your group walk quietly out onto the Key Stage 2 playground where they can re-join the rest of their class. You may also hear another loud alarm – this is a panic alarm, you will be notified by a member of staff what to do if this alarm is heard.

### **First Aid**

Ideally volunteers should have nothing to do with first aid but they are reminded of the following:

- If a child is ill or has an accident please tell the nearest teacher.
- Disposable gloves must be worn to deal with bodily fluids, e.g. sickness.
- All accidents are recorded and if you are a witness you may be asked to help fill in the details.

### **Staff room**

Facilities are available to make a cup of tea or coffee. These refreshments are provided by the school, but a small charge will be made, staff in the office will advise on amounts. Hot drinks should not be taken outside of the staffroom. Teachers are responsible for making sure any new helper is introduced to other adults in school and shown where to go. Staff will show you where to place your personal belongings. If you are here during the lunchtime period there is space available in Toasties to eat your lunch.

### **Insurance**

All volunteers are insured by means of a blanket cover operated through the Education Authority.

Other relevant policies available on the school website are:

Behaviour  
Anti Bullying  
Child Protection  
Dress code  
Home School Agreement

Created January 2013

This policy will be reviewed every two years.

Appendix A

**Adult Helper's Agreement**

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Give you time to sit, read and sign this policy on the first visit.
- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children. If you are unsure, please do not hesitate to ask the class teacher.
- Treat you with respect and care.
- Share any relevant information about the children you are working with.
- Treat anything you tell us with confidentiality.

We agree not to ask you to:

- Deal with difficult or challenging behaviour, if a child is rude to you please refer this straight to the class teacher.
- Carry out a task that you feel unprepared to complete.

Signed:.......... Date: .....  
Headteacher

Volunteer Helper: ..... (name)

I agree to:

- Complete the appropriate CRB safeguarding checks.
- Sign in at the school office when I arrive.
- Sit, read and sign the policy on my first visit.
- Respect and listen to the guidance of the teacher at all times. I understand that it is at the discretion of the class teacher as to where, when and with whom I'll be working.
- Be mindful of the language I use in school.
- Be referred to as Mr, Mrs, Ms, Miss, Dr .....
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Not put any school issues on social network sites.
- Not having my mobile device on my person when I am in the school working with the children.
- Inform the school if I am unable to come into school for any reason.

I have read and understood the adult helper's policy. I am aware that if I do not follow guidelines on this policy, the school may ask me to stop as a volunteer helper.

Signed: ..... Date: .....

Thank you for your on-going support. The school really values all adult help in school. We hope that you, and the children you will be working with, will find this experience valuable and beneficial.