

HELPFUL REMINDERS—DO'S AND DON'TS

DO

- ✦ Familiarize yourself with relevant health & safety policies and procedures ask the teacher about fire evacuation procedures
- ✦ Make sure you have talked through your work in the classroom with the class teacher, so that you have a clear understanding of your role and the task you are involved in.
- ✦ Avoid being alone with a child unless in an open and public area of the school with others nearby.
- ✦ Ask questions if you are in doubt!
- ✦ Expect the children to have good manners and consideration of others.
- ✦ Encourage the children to work quietly.
- ✦ Praise the children's efforts and encourage them to do more!
- ✦ Speak politely and clearly to the children.
- ✦ Refer back to the teachers if you have any doubts about what the children are doing or saying.
- ✦ Develop the children's self-esteem and confidence. Encourage them to "have a go" and recognize the effort if a child has achieved.
- ✦ Dress appropriately for the school setting.
- ✦ Remember the responsibility that helping in school entails.
- ✦ **Enjoy yourself!**

DON'TS

- ✦ **DO NOT** have physical contact with a child that could be misconstrued.
- ✦ **DO NOT** speak to a child in an unkind way.
- ✦ **DO NOT** criticise or admonish a child in a way that could be hurtful.
- ✦ **DO NOT** photograph children without consent.
- ✦ **DO NOT** use your mobile phone or device during lesson times or when the children are around at breaktimes.
- ✦ **DO NOT** use your time in school to discuss your child's progress with the teacher. All staff are very happy to make personal appointments if you have concerns.
- ✦ **DO NOT** take school information into your outside life that could be detrimental to a child, a family, a parent, a teacher or indeed anyone involved with the school community—**REMEMBER CONFIDENTIALITY**

I confirm that I have read and understood the contents of this leaflet.

Name _____ Signature _____

Date _____



Sebert Wood Primary School Guide for Helpers and Visitors



Thank you for giving up your time to come in and support our school and the children's learning. We are sure you will enjoy working with the children and feel a sense of pride and achievement when you see them progress. We hope that this leaflet will help to guide you in your role at Sebert Wood Primary School. Our school really values the contribution made by all our visitors and helpers, and the information in this leaflet is offered with the best possible interests of the school community at heart, in an endeavour to assist everyone to work together in partnership.

On arrival please make sure you sign in at the school office and receive a volunteers/visitors badge to wear. Please also remember to sign out when you leave.

Staff will talk to you about your role and any activities they wish you to help with. Make sure you understand and are confident about what is being asked of you. **Do not be afraid to ask if you are unsure about anything.** If possible have a brief word with the member of staff at the end of the session to say how it has gone.

Please sign the reverse of this leaflet to confirm that you have read and understood this leaflet.

A Few Pleas!

- *Helpers are welcome to make tea/coffee during break time, which is available in the staffroom, but please be mindful of staff privacy and of confidentiality. Hot drinks should not be taken into the classrooms.*
- Please dress appropriately in school for the task in hand, and to avoid any offence.
- We pride ourselves on being an excellent training school, so please support our trainee teachers and treat them as professionals.

Equal Opportunities

Sebert Wood Primary School is committed to providing equality and excellence for all. Equality of opportunity applies to all members of the school community regardless of age, gender, disability, ethnicity, culture, nationality, faith, religion, tradition, belief, language or social circumstances.

For further details please read our Equalities Policy.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects staff, visitors and volunteers to share this commitment. Regular volunteer helpers or someone who will be visiting the school more than 3 times a month, will need to undertake a full DBS check and complete further induction paperwork.

What should I do if I have concerns about a child?

If a child has a conversation with you that causes concern or they disclose something, it is important that you know how to respond. If a child has chosen to speak to you it is because they feel that you will listen and they can trust you. It is essential the correct procedure is followed. The first person to speak to is the class teacher. If they are not available please speak to the Senior Designated Person (SDP) – Peter Dewhurst or the Alternate SDP – Amanda Bradburn. The class teacher or SDP then make a decision as to the next steps the school may need to take. You may be asked to write down the facts and what the child has told you.

DO

- Stay calm
- Listen and be supportive
- Inform the Class teacher or SDP of your concerns immediately
- Seek support for yourself from a member of staff

DON'T

- Dismiss what the child is telling you.
- Ask any leading questions, interrogate the child, put ideas in the child's head, or jump to conclusions
- Stop or interrupt a child who is recalling significant events.
- Say that everything will be 'OK' or promise not to tell anyone - you must explain that you need to pass on information to keep them safe.

Interaction with Children

Children in primary school are at a very formative stage of development, and our school emphasizes the importance of developing children's self-esteem and confidence. We encourage and praise children and promote a good learning attitude towards work and people—we look to helpers and visitors to do the same.

- Be a positive role model and give lots of encouragement and praise.
- Treat the children as independent learners and encourage them to think for themselves—asking questions rather than giving answers.
- Help children to solve problems by giving them strategies and time to respond.
- We expect children to be well behaved and to have good manners. Please report to the class teacher if you feel a child or group of children are not behaving appropriately.
- Please speak to the class teacher if a child is having a problem with understanding the task set or if they feel ill, is hurt, is upset or needs immediate attention.
- We are not a “no touch” school, but ensure that any contact is appropriate and necessary, and not open to misinterpretation.

Parent Helpers—Sensitivity to Children's and Parents' needs

Be aware that you are in contact with other parents' children as well as your own and are therefore in the privileged position of seeing children working, the general class management and organisation and also the management and operation of the school. It is vital that there is a climate of trust between school and parent helpers. Parent Helpers need to be sensitive and discreet regarding what they see and hear and what they say to children in the class and generally to the parents of those children outside school. It is the teachers' responsibility to make comments on children's progress, behaviour and general matters pertaining to that class and children, and NOT for the parent helper to make any comment that jeopardises the relationship between teacher, child and parent. We, therefore, ask helpers to remember this when discussing any school matters. It is imperative NOT to discuss a child outside school *even at the request of parents*.

Health and Safety

- We regularly review the safety of our school but please inform the office if you notice any hazards.
- If you have an accident, first aid resources are available from each base area. All accidents should be recorded in the accident book.
- Check with the teacher before working with a group on a practical task such as sewing or cooking, about the possible risks and any measures or procedure in place to avoid them.
- Hot drinks should not be taken into classrooms when children are present.
- If a child is ill or injured please inform a teacher immediately.
- In accordance with our Health and Safety policy only members of staff are authorised to administer first aid.
- Please check with the teacher whether any child in your group has a medical condition you may need to be aware of.



What to do in the event of a fire

If you hear the fire alarm please do the following:-

- Tell the children in your group to stop what they are doing and stand in silence, looking at you or their teacher.
- Check all your group are with you.
- Walk the children out quietly onto the school playground to line up at the designated assembly point, with the rest of their class. (see fire escape plan in classes).
- Fire 'break-glass' points are also situated around the school should you be the first to see a fire.
- Smoking is not permitted anywhere on the school site.

