

Wicklewood Primary School and Nursery



Helpers in School Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every 2 years by the operational committee.

Reviewed:

Signed: (Chair) Date: 8.2.17

Signed: Julia Brooks (Headteacher) Date: 8.2.17

Next Review due: Spring 2019

POLICY FOR HELPERS IN SCHOOL

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

Practical Considerations

Who helps?

At Wicklewood Primary School and Nursery we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, 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.

When?

Helpers are recruited in a variety of ways: at the beginning of each school year by means of the newsletter from the Headteacher; a letter from the class teacher; or through personal contact by the teachers. Some helpers may be new to school, others recruited from previous years. Class helpers in one year may stay with the existing class teacher or may move with their child's class.

If, during the year, other people ask to help in school, they are always welcome. Similarly, if a need arises for extra helpers or helpers with a specific expertise, a further letter will be sent home.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

All helpers are encouraged to be familiar with school routines and practices.

Clearance (Child Protection Legislation)

All helpers who have regular contact with children will be asked to complete a form in order for them to be 'police cleared'. Initial police check will be made via List 99 but in view of reviewed policy a full DBS check is essential.

Staff Room

Parents are welcomed into the Staffroom. Facilities are available to make a cup of tea or coffee. These refreshments are provided by the school. Teachers are responsible for making sure any new helper is introduced to other adults in school and shown where to go. Conversations overheard in the staffroom are not for discussion with family/friends/other parents.

Confidentiality

Adult helpers in school are required to keep as confidential any information which they see or hear about any other person, child or adult, in the school. If they fail to do this then they will no longer be welcome. It would be most distressing if a parent discovered that his/her child was being discussed by other parents or helpers.

Safeguarding

All volunteers will be made aware of issues of safeguarding and will read and sign the Safeguarding policy.

We greatly appreciate all the help given to the school by parents and friends.