

Helpers in School Policy



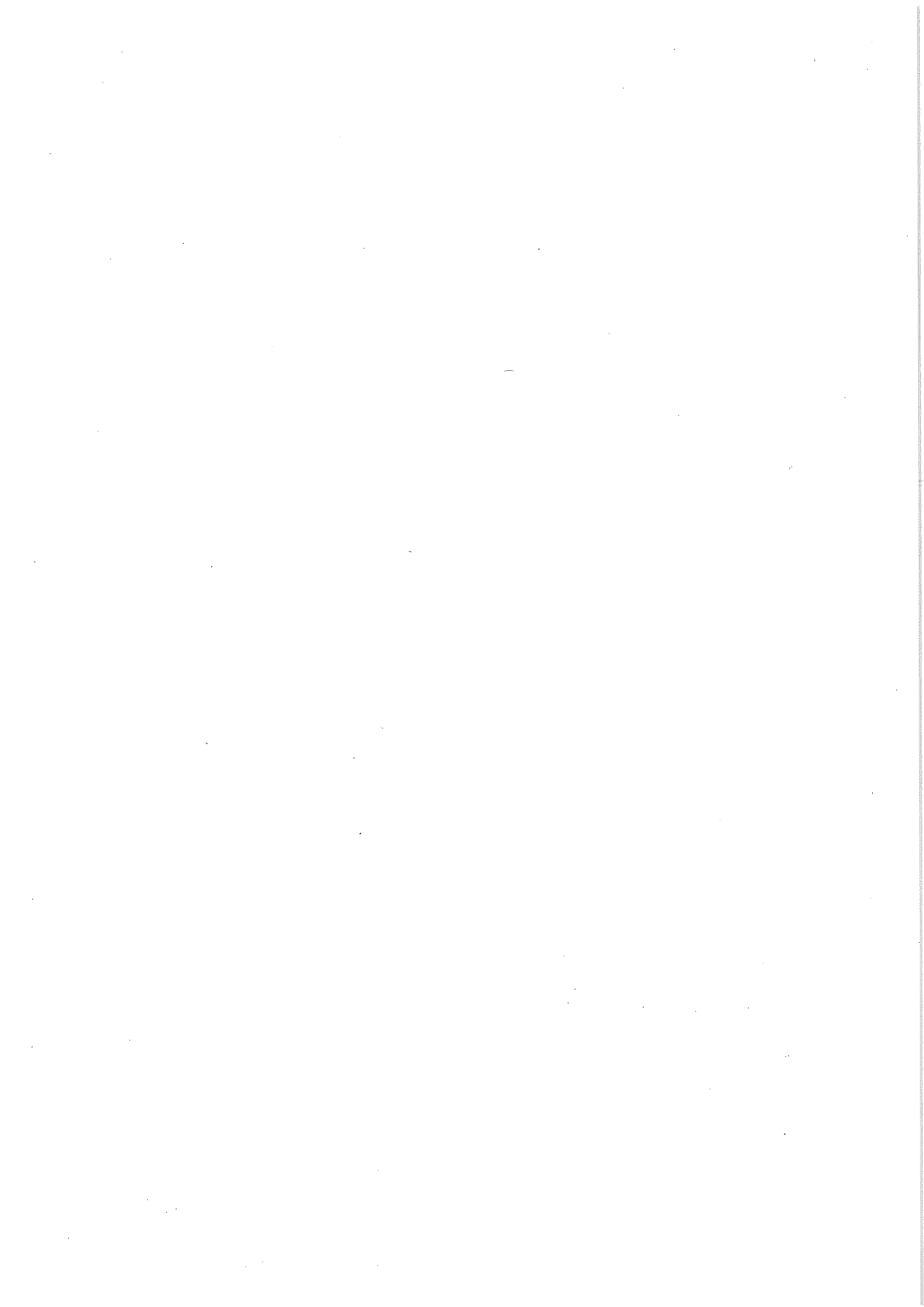
St Werburgh's C of E Primary School

Date approved: February 2016

Date next review: March 2019

Approved by Chair of Governors: *B. A. Leathem*

Date: *5-5-17*



1. **AIMS**

- Parent and other helpers are greatly valued in our school. They play an important role in the life of the school by giving their time, support and skills.
- Parents and other helpers support the children in a variety of activities in the school. These may include:
 - Listening to children reading
 - Helping with art or technology activities
 - Accompanying a class to the swimming baths
 - Accompanying a class on a school visit
 - Assisting the class teacher with language/maths activities
- All Helpers in school will receive an Induction session with the Headteacher, SLT or Learning Mentor.
- All helpers must be supervised in their contact with children.

2. **WHAT ARE THE BENEFITS IN HAVING HELPERS IN SCHOOL?**

The pupil benefits in these ways:

- More individual attention
- More opportunities to develop their communication skills
- More opportunities to relate to other adults who are interested in their education
- Shared classroom experience which they can talk about at home
- Contact with a wider and/or different range of skills

The teacher benefits in these ways:

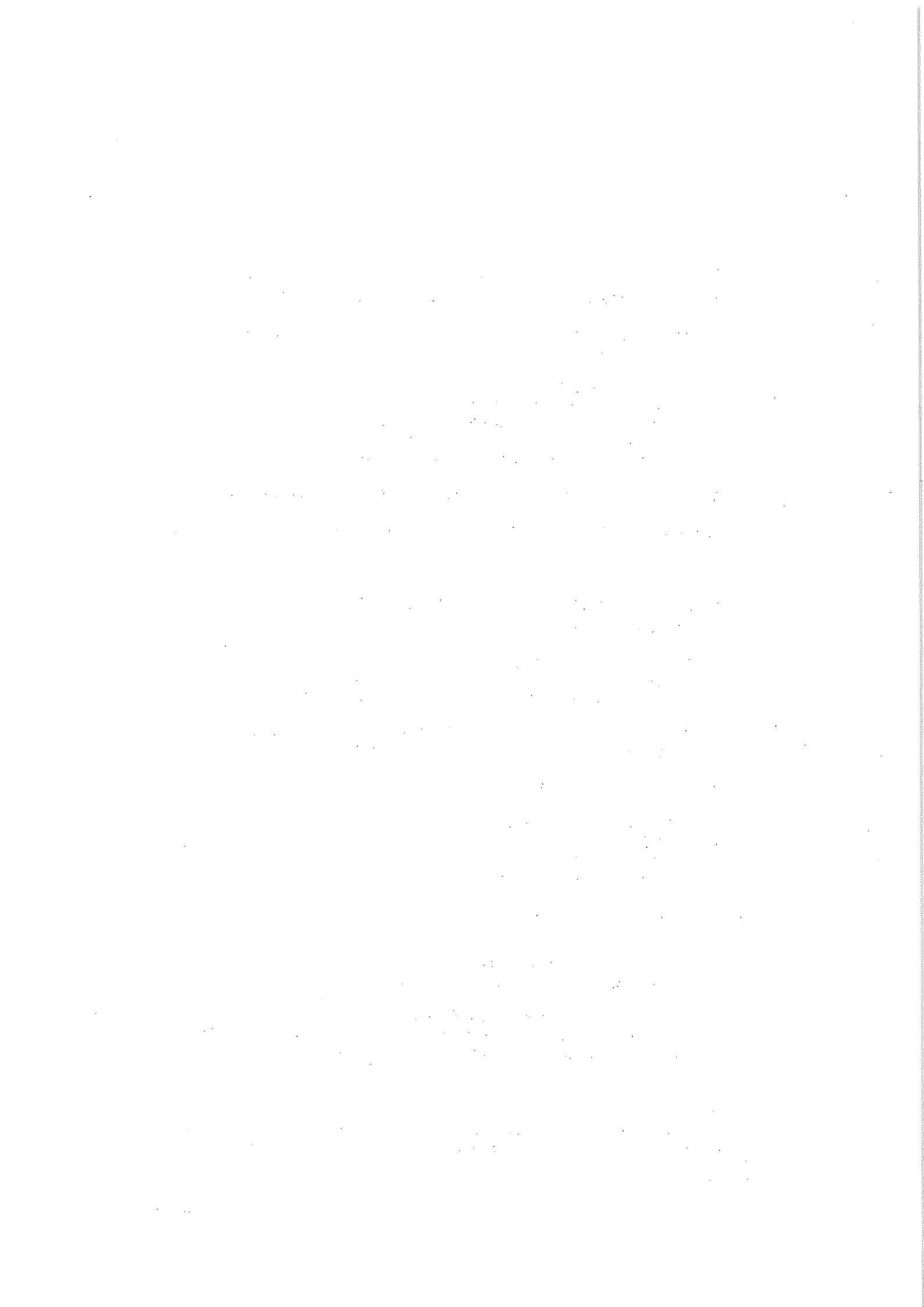
- Extra help from other adults
- More time to concentrate on priorities
- Drawing on the helpers' experiences
- Being able to access a wider range of skills

The helper benefits in these ways:

- Opportunities to see how the school operates
- A chance to get to know the teachers
- A chance to gain skills, which can be used to support the work of the teachers
- A chance to develop their own skills and to learn new ones
- Greater confidence and self-esteem for some helpers, who may then go on to take up part or fulltime employment or return to their previous employment.

3. **PRINCIPLES**

There are several important principles that need to be considered and strictly adhered to, when helpers work alongside teachers in the classroom.



3.1 Confidentiality

This is an issue that greatly concerns teachers when helpers are working in their classroom. If a helper hears and repeats, either a passing comment or an overheard conversation, they must not repeat it outside school, as it will have serious repercussions.

NO DISCUSSIONS OR OVERHEARD CONVERSATIONS SHOULD BE REPEATED

The trust between teachers and helpers in school can be irreparably damaged if this rule of confidentiality is broken.

Helpers must also **not** report a child's progress to a parent. If a helper has any concerns, they should discuss their concerns with the class teacher and/or Headteacher.

3.2 Behaviour

All of our staff use a positive approach to behaviour. We have a Positive Behaviour policy which is used by all staff in school, including the Midday Supervisors. All parents should have received a copy of this Policy. Please request a copy from the School Office if you are not sure. It is important to encourage all children to exhibit good behaviour. Helpers have an important role to play. Please inform the class teacher when you feel that a child has tried very hard or has been particularly polite. Your comments will be noted and the child may receive a reward, such as a sticker or certificate. It is equally important that the class teacher is informed, when a child who is impolite or badly behaved. Please insist that all children are polite and courteous to all adults and children at all times. If you should hear a teacher reprimanding a child, please do not refer to it out of school. It may be that this is the first time that the teacher has had to speak to the child in this way. The class teacher or Headteacher will speak to the child's parents if this behaviour continues.

3.3 Familiarity

Always insist that you are addressed by your surname i.e. Mrs Green or Mr Brown even when some children call you by your first name out of school. It is important that helpers are warm and friendly towards children although physical contact should be avoided as some children may object to this contact. It might be that a child might misconstrue an action by an adult.

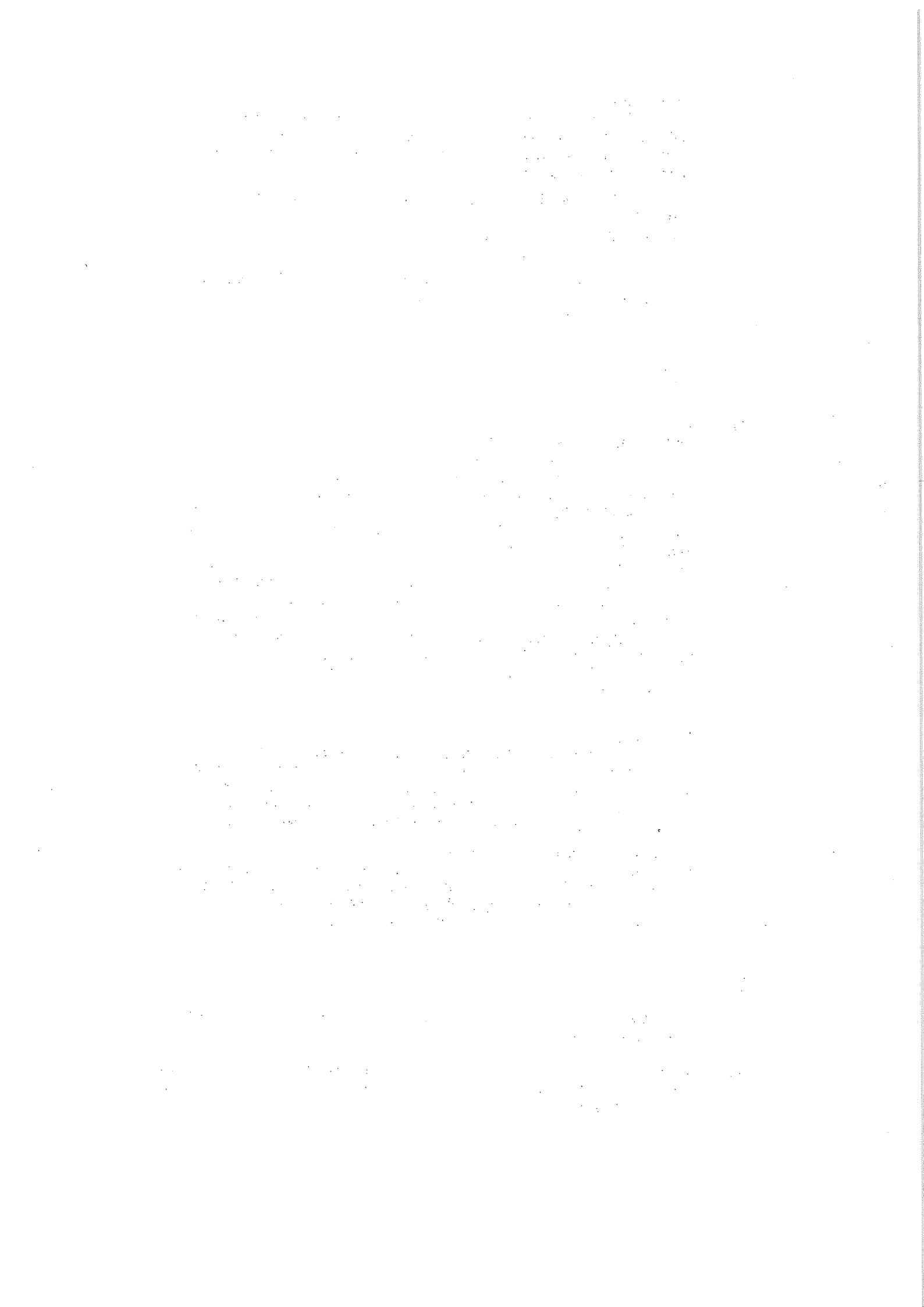
3.4 Children as independent learners

We try to encourage our children to become independent learners. Teachers would like our helpers to be supportive of the children and to guide the child verbally or by your own example. Please do not do things for the child. Please help the child to have the confidence to do things for themselves.

4. PROCEDURES

4.1 All helpers in school will need to be checked before they are allowed to help in school because of working with children.

4.2 All schools have procedures to ensure the safety and well being of the children. All helpers must follow these procedures in order to comply with Health and Safety Regulations.



4.3 Signing in and out

There is a book in the office, which must be signed with the time when the helper comes into and goes out of school. This will be used as a record for emergencies and Fire Drills. Helpers must not open the main door to other adults. They must let the office staff deal with this, as they may unwittingly let an unknown adult onto the school premises.

All Helpers will also wear a school identification badge which will be issued when they sign in and must be returned when they sign out.

4.4 Fire

On hearing a continuous ringing of the alarm (or in the event of a power cut a hand bell), all helpers must leave the building by the nearest exit and report to the School Administrator on the KS2 playground.

As helpers leave the building, they should assist the teachers, by encouraging the children to walk quietly and sensibly to their line on the playground.

4.5 First Aid

All Teaching Staff, Learning Mentor, Teaching Assistants, and Mid day Supervisors have received First Aid Training.

4.6 Health and Safety

The health and safety of everyone on the school site, is of the utmost importance. Helpers may have to deal with the safety of pupils when they are supervising the use of scissors and technology tools. They may also be supervising a group of pupils at the swimming pool or on a school visit. The teacher will point out any Health and Safety issues about the tasks they are undertaking. If a helper is concerned about a Health and Safety issue, they should draw the teacher's attention to this as soon as possible, in order that an action can be taken to rectify the issue.

4.7 Timetable

The school day starts at 8.55am. The morning session ends at 11:55. Afternoon school resumes at 12:55pm (Juniors); 1:10pm (Infants) and ends at 3.20pm. The class teacher will give the times of breaks or assemblies where relevant, to the helper.

When a helper has agreed to help in school at a specific time, the class teacher will be expecting them and will have planned the lessons accordingly. It is therefore important for the helper to contact the school, in order to give the teacher adequate warning if they are unable to attend for any reason. Please contact the school office to pass on a message to the teacher if this should be the case.

4.8 Breaks

All helpers are invited to make themselves a drink in the staffroom and share it with other helpers in the infant wet area.

