

Hambrook Primary School

Health and Safety

In order to ensure the well being of everyone in school we take Health and safety very seriously. In South Gloucestershire volunteer helpers have the same duties as those for employees.

They are to:

- a) take reasonable care for their health and safety in school and that of other persons who might be affected by their acts or omissions at work;
- b) report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to the teacher or Head;
- c) not misuse anything provided for health and safety purposes;
- d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and co-operate with management in investigating such accidents or incidents,
- e) co-operate with the management of the school in respect of complying with H&S requirements.

We hope you enjoy your time spent in school.

Thank you for your support.

Jo Dent



Parent Helper Guidance and Information

At Hambrook we strongly believe in everyone working together to provide the best education possible for all the children. We are always delighted when parents are able to help in school as it helps to strengthen our working partnership. However we recognise that whilst we are very familiar with school routines, you do not always have this same knowledge and understanding. This guidance is therefore meant to help you feel at ease helping in school, understand the necessary protocols and be able to provide the best possible support for the children and the school.

- **Remember that everything you see and hear in school is confidential.** This is part of the protocol for teachers and anyone working in school. This includes not talking directly to the parent of a child about something that happened in school, if parents need to be informed about anything the school will do so.
- When you arrive in school, please sign the visitor's book at the entrance. You will be given a 'Visitor' badge to wear. On leaving the school, please sign out. This is necessary because in the event of an emergency we need to know how many people are on site.
- Frequently there are high priority tasks for Parent Helpers to carry out which enables the teacher to concentrate on the task of teaching, this will mean that you may not always be working with the children.
- Try to allow time to feedback to the class teacher on how the activity/job has gone at the end of the session - unless he/she is still teaching.
- If you see or hear anything that worries you, please talk either to the class teacher or head teacher who will take any action necessary. (Remember that no matter how well you know the children, it is the teacher who is in loco parentis while the child

is on school premises).

- Sometimes children do not respond well when their parent is helping in school. If your child reacts negatively, the class teacher will discuss this with you and it may be more appropriate for you to help in another class. Please remember that you are not just there to work with your own child but to help the class as a whole.
- Please be sensitive while in the classroom e.g. children's books are confidential between the teacher, the child and their parents, so looking through books is inappropriate. Paperwork you may see on a teacher's desk is also confidential.
- Coffee/tea is available. You may wish to stay in the classroom or you may wish to join any other Parent Helpers who are in school at the same time. You are also free to spend playtime outside with the children if you wish. You will not be allowed in the staffroom.
- It will be necessary, due to Safeguarding Children Regulations, for regular parent helpers to have a DBS check. Please do not be offended by this.
- As with all adults in school, parent helpers should set an example to children not only in the way they dress but in the way they speak to and treat others with respect.
- There are always things that need doing in the classroom e.g. sharpening pencils, tidying books etc. Some teachers have a permanent list of jobs to do, if not please ask if you're unsure.
- **If you have any concerns about a child's safety or well being you must report it to the Head immediately. If the Head is not in school you should report it to the Deputy.**
- If in doubt about anything, please ask!