



ALL SAINTS C of E PRIMARY SCHOOL AND NURSERY
PARSONAGE LANE
BISHOP'S STORTFORD
CM23 5BE

Headteacher
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Guidelines for Adult Helpers/ Visitors

Welcome to All Saints. This a **brief** outline of the Guidelines provided. If you have any questions, please ask a member of staff.

Be prepared!

- ✓ Remember to sign in and out of the Visitors' book at the office.
- ✓ Check the fire drill procedures with one of the staff on your first visit and read the fire notice in the rooms you will be working in.
- ✓ Don't be afraid to ask about any task you are given if you are not clear of the learning objective or how to tackle an activity.
- ✓ Don't hold back if there's something you are good at, or would love to try, but haven't been asked.
- ✓ Wear suitable clothing. Smart but casual. You may be involved in messy activities.

Health and Safety:

- ✓ Always report any accidents to one of the staff.
- ✓ Never be left alone in the classroom with just one child.
- ✓ You should never be asked to deal with an injured or sick child directly. You may be asked to escort them to an adult with first aid qualifications.

Confidentiality:

- ✓ When working with the children, you will get to know all about them, their strengths and weaknesses, likes and dislikes etc. You will be in a position of trust and, like teachers and other staff in school, will be expected not to discuss any details of the children, their behaviour or work with others. If other parents do ask you for information, please refer them to the class teacher.
- ✓ As a parent helper, you are more than welcome to use the staff room for that much needed cup of tea at breaktimes. But again, you are in a position of trust and so we know that you realise anything you may hear or discuss, must be kept confidential.

Remember!

- ✓ Children gain much more from activities with adult input, as long as you let them *do things themselves*.
- ✓ Encourage independence. We expect children to organise themselves and their work. They will ask for your help, even when they can manage, so encourage them to try first, and then give them a little help if necessary.
- ✓ You should never accompany a child to the toilet on your own.
- ✓ If you are concerned about a pupil's wellbeing or the pupil has disclosed information to you which makes you worried, report this immediately to Miss Otranen (Designated Safeguarding Lead) or Miss Brooks (Deputy Designated Safeguarding Lead).

We hope you enjoy your time as a Parent Helper in our school - it is very rewarding!