

# Guidance for parents and other adults working with pupils



*The following leaflet is designed to give you some understanding of how Burwell Village College Primary School likes to organise adult help and offer you guidance on how we can best work in partnership.*

*At Burwell Primary School extra adult help is invaluable and greatly appreciated by pupils, staff and governors. We would like to thank you in advance for all your efforts. Staff especially appreciate the regular help they receive in the classrooms. In order that teachers can plan effectively, please arrange a time in advance when you will be helping. Also let the teacher know if you are unable to come at your regular or pre-arranged time.*

*For reasons of pupil independence and the need to focus our support on younger pupils, parents are asked to note that you may be asked to work in other parts of the school and not necessarily in your own child's class. If you work in your child's class please respect their independence and do not prioritise working with your own child over the general interests of the class. We thank you for your understanding.*

**As part of the school's safeguarding procedures you will be asked by the office staff to sign to confirm that you have received, understood and will abide by the guidance given to you. It is vital that you read it and seek clarification if you have any questions.**

## **On Arrival**

When you arrive in school to help, please arrive by the front door, **sign in on the screen** and collect a parent helper **badge**. This badge must be worn at all times whilst in school. When you leave please remember to sign yourself out & hand your badge in.

## **Safeguarding / Child protection:**

As a part of Child Protection procedures all adults working in school on a **regular** basis will be subject to a **DBS disclosure**, previously known as CRB. Before you start working in school please speak to the office staff who will take you through the identity checks & the online form. This is free of charge for voluntary helpers.

If a child discloses something to you or you feel uncomfortable with something they say or do then you **must** report it to the class teacher. On occasions you may be asked to complete a Child Protection Logging form. This is completed on-line and can be completed with the designated members of staff for child protection: **Mr Smith (Head)** or **Mrs Watts (Deputy)** or **Mrs Edwards (SENCO)**. Further advice can be obtained from these members of staff. The Governor with responsibility for Child Protection - name available from school office..

Whilst regular visitors will receive additional guidance, adults should be aware that disclosure from a child could happen at any time. For this reason please:

**LISTEN** without asking leading questions

**EXPLAIN** that you can not keep this a secret

**REPORT** immediately what you have learnt; **complete a green logging form**

Remember to never put yourself in a position where you are alone and isolated with a child. If you are with children then you must be in a classroom or in an open area, corridor or in sight of a member of staff. **Your mobile phone or camera must not be used in school or on school trips.** This protects adults from being distracted from their task, and from allegations of inappropriate use.

## **In Confidence:**

Parent helpers are in the privileged position of seeing the classroom on an everyday basis. Teachers and governors need to feel confident that all children's well-being is protected. Any information you may be privy to during your time in school is confidential and must not be discussed outside of school. It is essential that such matters are kept **confidential**. We rely upon your help and also upon your ability to maintain confidence. If parents need to be informed of any matters concerning the education or behaviour of their children in school, then it is the teacher's responsibility to do this. It is quite likely that you will see information regarding the children in the form of reading records, marking, parental or teacher comments etc. These must also be treated with the strictest confidence.

## **Refreshments**

Parents are more than welcome to join staff for refreshments in the staffroom at morning break time and extra supplies of biscuits are always welcome! For those parents who would prefer their morning break elsewhere, drinks can be made available in the servery - please ask at the main office. For safety reasons, hot drinks should be drunk in the staffroom.

### What will I be asked to do?

Activities you may be asked to supervise are many and varied and may include the following:

- Working with individuals or groups.
- Hearing children read.
- Helping children with specific tasks in Literacy, Numeracy or any other subject.
- Helping an individual child complete work.
- Administrative work i.e. photocopying, filing etc.
- General duties: Clearing up, putting up displays.
- Escorting pupils to the sports hall, swimming pool or library.

### How will I know what to do?

The class teacher will explain exactly what you will be expected to do. If you are not sure what you are meant to be doing please don't hesitate to ask. It is also good practice to have a quick chat with the teacher at the end of each session. This allows the teacher to check the progress of an individual child or group. You may also be asked to keep a written record of the activity for the teacher's records. Whilst working with the children remember to keep them focused and to continually encourage and support them. If they misbehave or need extra help always seek the support of the class teacher

### How often do I have to come and help?

Please make arrangements with the individual teachers. The more regular it is, the greater the benefit to the children and the teacher. It is important that if for any reason you are unable to attend you inform the teacher or phone the school office to let us know.

### Where will I work and how should the children behave?

You will usually work in the classroom or in a room near by. We expect the highest standard of behaviour of the children wherever they are or whoever they are with. You should be treated with politeness and respect and you should always expect the highest standards from the children. We ask you to reinforce the school's **Golden Rules**. In order to maintain a professional teacher—pupil relationship the children are taught that they should refer to all adults using their surname. If the children misbehave or need extra help always seek the support of the class teacher. Never use any kind of physical force with children - if you need support with a child then please ask a teacher or teaching assistant.

### Bullying or Racist, homophobic Incidents:

It is vital that all adults in school report all bullying, racist and homophobic incidents to the class teacher. This includes any on-line bullying, sexism, racism or homophobia. If you are concerned that a child is being **radicalised** in to criminal activity (terrorism, political, drug related or animal rights) then you must speak to the designated **Prevent Lead** who is the Headteacher,

**What happens in an emergency?** If a child requires **first aid** then always find a member of staff. In the event of the **fire alarm** please leave the school by the nearest available fire exit. Please familiarise yourself with the exit routes. If you are working with a group of children then you must escort them from the building. Once outside, meet on the field and stay with the class.

**Liability:** Anyone working in school, on school related business will be covered under the County Council insurance. However please note that the school's insurance does not cover the loss of personal valuables so remember to keep personal belongings with you at all times.

**Safety & Security:** It is very important that while working with the children you encourage them to work safely. You must report anything which could be dangerous to the teacher or main office. If you see anyone in the school without an identity badge immediately inform a member of staff. Never let anyone in to the school or allow a parent to collect a child. Please inform the office staff who will sign children in & out of school.

**Acceptable Use:** No adult is allowed to use their own mobile phone, tablet, smart watch, camera, internet enabled device to take pictures or videos of children whilst at school or on school trips. There must also be no unauthorised or inappropriate use of computers or internet access.

**School Trips** Specific guidance will be provided by the teacher before the trip. This is an exciting time for the children, requiring adults to be especially vigilant. Please ensure adults are regularly spaced amongst the students especially near roads.

### **Induction Training**

Burwell School runs regular induction training for anyone who wishes to become a regular volunteer, reading mentor or Relief Teaching Assistant. If you are interested please speak to the main office. Other important safeguarding paperwork is provided to them and is also available to all parent helpers on request:

- Latest DfE **safeguarding** guidance which clearly outlines what is expected of all adults who work with children.
- **Prevent Duty** guidance (Anti-extremism / radicalisation)
- **Acceptable Use & Mobile Phone Policies** - use of computers, cameras & phones
- **Whistle blowing** policy
- **Child Protection Policy**, procedures & contact numbers
- **Useful contact numbers and advice lines details are in each adult toilet.**