



## **ROWNHAMS ST JOHN'S PRIMARY SCHOOL**

### **ADULT HELPERS' POLICY (encompasses all adult helpers in school)**

#### **Introduction**

The school enjoys good parental/adult support and the staff and governors appreciate the time and effort which goes into helping with a variety of activities on/off site.

All adults helping are in a support role for staff/children, which may involve organising/managing behaviour. Adults may be privy to information of a confidential nature which will, of course be respected.

#### **Guidelines**

- All adults will work in accordance with agreed HCC/school policies regarding confidentiality, health and safety, fire evacuation/safety, child protection, first aid and whistleblowing.
- All adults are required to complete DBS and disclaimer forms as required by government regulations and in order to ensure the safety and well-being of children in the care of adult helpers.
- Adults offering help should contact the office or class teacher to enable staff to organise help throughout the year group/key stage to benefit as many children as possible.
- All adults helping in school are asked to sign in/out and to wear identity badges for safety reasons.
- Clear verbal/written guidance should be given re activities, adults' role, and feedback required – shared through their induction meeting
- Children should help set up and clear away activities as appropriate when working with adults.
- Children are expected to behave with courtesy and respect at all times, both with peers and adults: should any problems arise, these should be referred to the class teacher.
- Adults helping may notice variations of ability, behaviour and approach: these are regarded as matters of confidentiality amongst those concerned.
- If unable to come for a session, adult helpers are asked to notify school (in advance where possible) to enable staff to make alternative appropriate planning.
- Fire – if the fire alarm sounds, all adult helpers are asked to leave the building safely by the nearest available exit, and accompanying children to their assembly point on the playground.

- Adult helpers may do the same activity each week, eg reading, cooking or be called upon to do whatever is needed that week! – help of all varieties is welcomed throughout the school.
- When helping on an offsite activity, in accordance with Hampshire County Council guidelines, parents will not work with their own child.
- When helping on an offsite activity, in accordance with Hampshire County Council guidelines, parents should attend a pre-visit meeting run by the lead teacher.
- Adult helpers are asked to follow the school regulations regarding use of mobile phones whilst in school. Phones should not be used and should be turned off or on silent.

**Following this policy**

Adult helpers extend the range of opportunities offered to our children, and may enable children to work in smaller groups.

Adult helpers may offer particular expertise and skills to extend the curriculum.

Working in school develops a greater home/school understanding and partnership.

Adult helpers enable us to offer a wide range of activities and visits, both on and off site to the benefit of the children.

January 2015

Review date – January 2018

Agreed at Standards Committee meeting

Signed .....Danny Hyam.....