



# Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

## **Helpers in School Policy**

### **Introduction**

At Alexander Hosea Primary School we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based curriculum theme.

### **Aims**

- To value and utilise the expertise, talents and interests of adults who come into school to support and broaden the children's learning experiences, which then impact positively on pupil progress and standards of attainment
- To facilitate individual and small group learning to improve children's self-belief and outcomes, under the teacher's supervision and guidance
- To build positive relationships with parents and other members of the local and wider communities
- To promote inclusion and respect through enabling children to meet and work with a variety of people, including those with disabilities and from different backgrounds and cultures

### **Guidelines**

Before commencing, all regular helpers require a DBS check undertaken by the school (unless they have one that has been issued in the last three months) and must attend a meeting with the Headteacher, during which they are informed of all relevant school policies, procedures and routines, including Health and Safety, Child Protection, E-safety and Confidentiality. All helpers need to attend this meeting annually, irrespective of whether they are new to the role or not, and must complete a 'Statement of Expectations for Volunteers Working in School' form before commencing.

If a helper is volunteering on a one off basis, there is no requirement for a DBS check but they will not be left alone with children.

Helpers must sign in at reception, place their mobile phone or any other electronic device in the lockers provided, and wear a school 'Parent Helper' or 'Visitor' badge, as appropriate, to comply with the school's safeguarding procedures. At the end of the session they must sign out, return the badge and retrieve their phone, leaving the key in the locker.

In general, helpers are recruited at the beginning of each school year and this is co-ordinated by the class teacher. Some helpers may be new to school, whilst others may have been recruited previously. Class helpers may support their child's class or any other class if preferred.

If, during the year, other people ask to help in school, they are always welcome, as long as induction procedures are followed as above. Similarly, if a need arises for extra helpers or helpers with a specific expertise, teachers will usually notify and make contact with volunteers.

Helpers must not administer first aid, deal with any medical needs, accidents, or incidents which involve changing children e.g. toileting accidents / PE.

Any child protection concerns should be shared with the class teacher and/or the Headteacher, who is the Designated Child Protection Officer. There is a 'Safeguarding Log' which the helper will need to complete and return to the Headteacher before leaving.

Helpers are in a position of trust. Anything they see or hear in school must remain confidential and must not be shared with anyone outside school, including other parents or their own child.

Helpers are responsible for familiarising themselves with the fire evacuation procedures and routes posted in the areas in which they work.

Helpers must only use the staff toilets located in the corridor leading to the hall.  
Helpers must not go into the playground at play times.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

Some adults who are unable to come into school but still wish to help can take jobs home to complete.

### **Parents' Room**

The small kitchen is available for helpers at break times when not in use by the children. Facilities are available to make a cup of tea or coffee. Milk is available from the staff room. These refreshments are provided by the school. Teachers are responsible for making sure any new helper is introduced to other adults in school and shown where to work.

### **Helpers' Register**

DBS checks are recorded on the school's Single Central Record and there is a 'Helpers in School' register. A copy is held centrally with the School Business Manager. Staff must inform the SBM of any new helpers, so these may be kept up to date and induction procedures followed.

### **Parent Helper Handbook**

Each class has a copy of the Parent Helper Handbook for reference. All helpers must familiarise themselves with the contents.

### **Conclusion**

We greatly value the support of volunteer helpers in school and know that their input has a positive impact on the outcomes for our pupils.

### **Equalities Impact Assessment (EIA)**

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

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