

Parent Helpers Guidelines



Parent Helper Guidelines

Thank you for volunteering to help the children of St James. We feel that the involvement of parents in children's education is vital and we encourage active participation in many ways.

Aim of a parent helper:

Positive Behaviour and Praise:

We seek to promote positive and acceptable behaviour at all times. We actively praise and reward good behaviour. At times children might 'push boundaries' with parent helpers. Should this happen, remind the child of what the task is and how they can get back on track. If they continue off task, the class teacher should be informed.

Encouragement and support:

Please encourage our learners to be independent. At times pupil will tell you that they are 'stuck'. Encouraging them to find a solution/answer by supporting them and guiding them, without doing it for them, will benefit them in the long run.

Respect and responsibility:

We use surnames when addressing other adults in the school as a mark of respect. The school is organised and run in an orderly fashion and we are grateful to helper for supporting us in this by being mindful of their conduct and dress.

Safeguarding

There is now a requirement for schools to carry out a Disclosure & Barring Service (DBS) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken.

In order for you to work in school as a volunteer, you will need to complete a DBS form (available from the school office). Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

When you first start as a Parent helper, you be given a copy of our safe guarding leaflet.

If a child tells you something that causes you concern, please tell the class teacher or Head Teacher as soon as possible

Security:

On arrival at school, please sign in at the office where you will receive a volunteers' badge. You must wear this at all times when in the school. You should familiarise yourself with the emergency procedures of the school.

Parent Helper Guidelines:

Confidentiality

- It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or

family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.

- Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.
- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.
- Volunteers are respectfully asked that they dress appropriately for being in school and on trips.
- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.
- Please don't have favourites – as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- If you are unable to be in school, please let the class teacher know either in person or by telephoning the office as soon as possible.

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's Policy on off-site visits. If you have any questions about a school trip, please see the class teacher.

We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink etc.
- If you need to leave your group for any reason, please inform another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.

- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the EVC on return from the trip.

Emergency's on Trips:

- The class teacher/LSA is responsible for all first aid (and medication)
- In an emergency ensure all your group is with you.
- Make your way to the pre-arranged rendezvous location.
- Contact the school on 01279 432459 and further instructions will be given.
- A sealed envelope will be given at the beginning of the trip which will contain care plans for children and staff contact numbers. **THIS IS TO ONLY BE OPENED IN AN EMERGENCY!**

Mobile Phones:

Obviously you will have a mobile phone on your while on the trip. It is paramount that you do not use your phone to take picture of children, or contacting other parents about what is happening on the trip.

In emergency's we ask that no contact is made to other parents of the school informing them of what is happening. Parents need to receive the correct information from the correct channels e.g. through the school office/ or members of staff.

Thank you!

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy but we do).