



## Guidelines for Adult helpers/Visitors

Date written:	May 2021
Date last reviewed:	January 2025
Review schedule:	Annual
Policy Area:	Personnel

### Aims and Ethos

At All Saints CE Primary School & Nursery we aim to raise standards by promoting a school ethos underpinned by core Christian values. Our Christian values support all areas of learning and contribute to pupils' motivation to learn. It is recognised this will be most successful when the values and attitudes promoted by the staff provide a model of behaviour for the children. All our policies and decision making are formed through the lenses of these Christian values to ensure our school lives them out in all aspects of its collective life.

### Welcome to All Saints!

This a brief outline of the guidelines for volunteers in our school. 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 and collect a visitor lanyard.
- Check the fire drill procedures with a member of staff on your first visit and read the fire notice in the rooms you will be working in.
- Ensure you know who to report any safeguarding concerns to – class teacher / one of our Designated Safeguarding Leaders (DSLs) – Mr Asher, Mrs Foster or Mrs Moore. (Posters are displayed around school to help you recognise who they are).
- 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.
- Wear suitable clothing. Smart but casual, flat soled footwear (back straps on sandals). You may be involved in messy activities.
- Don't hold back if there's something you are good at, or would love to try, but haven't been asked. Tell us!
- Unfortunately, we can't accept offers of help from parents with pre-school children if it means a pre-school child would also attend.

### Safeguarding, Health and Safety:

- Always report any accidents to a member of staff.
- All volunteers are provided with a Safeguarding Summary Leaflet with information about what to do if a child shares something or you are concerned about their welfare in any way. Ask for one if you haven't received one or need a reminder.
- Never be left alone in a room with just one child – move with the child to an area where there are other children or adults.
- You should never accompany a child to the toilet on your own. If a child needs help in the toilet, you must ask a member of staff to help.
- Please don't deal with an injured or sick child directly. Inform a member of staff immediately. You may then be asked to escort them to an adult with first aid qualifications.
- If you spot a fire, please sound the alarm at the nearest call point.
- If the fire alarm sounds, please exit the building with the group/child you are with by the nearest exit and go to the assembly point on the playground. Please do not wait/stop to collect personal belongings.
- Stay with the group you are working with and do not re-enter the building until instructed to do so.
- Please don't use chairs or tables to climb on if you need to reach up high – we have a selection of suitable stepladders/kick stools available for this. Please ask.

## **Behaviour**

- We aim to show our school values in all our interactions – all adults are a model for the children in school.
- We expect children to also show our school values – to be kind, courteous and polite.
- Volunteers are asked to be kind but firm with pupils, using the language of our school values as far as possible e.g. “That was a kind thing to do.” “You’re showing great resilience with this task!” “Please use kind hands so you don’t hurt your friend/damage equipment.”
- You can award House Points to celebrate behaviour towards others or effort shown in work – though be specific about why they’ve been awarded.
- Teachers are always pleased to hear about pupils who have responded well to a task or situation. You can recommend pupils to their class teacher for a Merit too.
- If a child is behaving poorly or not co-operating, please refer them to a member of staff who will assist. You can say “That’s not a kind/respectful thing to do/say, I will need to share that with your class teacher.”
- Class teachers have developed strategies to reward and support children to make positive choices – as a whole class, or for individual children. They will share these with you as appropriate.

## **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. This helps everyone to uphold our school values of respect and trust.
- If other parents do ask you for information or raise a concern, please refer them to the class teacher or other communication channels with the school – do not be tempted to share what you know/have seen. This may lead to misunderstanding and undermines the trust parents have in the school.
- As a parent helper, you are more than welcome to use the staff room for that much needed cup of tea at break times. But 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.
- 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 the class teacher or one of our Designated Safeguarding Leaders: Mr Asher, Mrs Foster, or Mrs Moore.

There are no silly questions – please ask if you are unsure, can’t remember or need help!

Thank you for your help and support.

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