

Guidelines for Helpers in School

We welcome parents and friends to become involved in school life, particularly to share interests, experiences or skills with the children. To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

Do:

- sign in when you arrive at school
- ensure you are clear as to your role and that you have discussed the activities to be carried out with a teacher and filled in a "Helpers" form
- work at the children's level – both in conversation and in physical size
- discuss the task in hand and keep the children focussed
- encourage children to adhere to class/school rules
- help children finish and tidy up after a task
- direct a child to the teacher if you are unsure of something
- encourage independence, use questions such as "what do you think you should do next?"
- encourage children to work quietly while working, reinforce this by using a quiet voice yourself
- encourage children to move quietly and calmly within the school without running
- Use appropriate language

Don't:

- take children out of the room without a friend and never accompany them to the toilet
- help a child change their clothes whilst alone with them
- hold on to or strike a child
- reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher

If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or situation do not hesitate to approach the teacher immediately.

CONFIDENTIALITY

It is of extreme importance that everyone working within the school setting adheres to strict standards of confidentiality – what you see or hear in school regarding any child should remain within the confines of the school. However, we ask if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss it with the teacher or Headteacher before you leave.

As stated previously these guidelines are to ensure the health, safety and enjoyment of all concerned. If you feel that you can work within these guidelines, please fill in and sign the form below.

Thank you for being involved and participating. We hope you enjoy helping us!

I have read, understand and agree to work within the School Guidelines for "Helpers in School"

Signed _____

Printed name _____

Date _____

Forest park School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full Criminal Records Bureau check.

Dear Parents

At Forest Park School we value the involvement of parents, and indeed other interested members of the community in school life. We feel that such input can enrich the curriculum, encourage a broader understanding of education and forge valuable links with the wider community.

There are many ways that a parent/grandparent/friend might get involved, including:

- One off visits to discuss an item of interest or offer a particular skill e.g. what life was like when a grandparent was a child, helping plant trees, helping with a coffee afternoon, etc.
- Photocopying, helping with displays etc.
- Helping children in the garden.
- Baking / craft activities.
- Assisting with school trips.

The above is not an exhaustive list and you may have other skills and ideas to offer. It would be of great help to the school to have a small "bank" of parent helpers who can help out on a more regular basis e.g. occasional school trips throughout the year. To ensure we adhere to the highest standards of health and safety such helpers need to be Disclosure checked, (a check to ensure that an individual has no previous convictions that would prevent them from working with children). These checks would be paid for by the school.

If you or someone you know would like to become more involved in our school in a "helper" role please fill in the attached form. Please note that this is an expression of interest only and does not guarantee that you will be asked. If you would like more information please do get in touch with us.

Yours sincerely

Headteacher

Forest park School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This role is subject to a full Criminal Records Bureau check.

Becoming a Helper at School

I would be interested in becoming a Helper at Forest Park School in the following way(s)

Please tick

- One off visits to discuss an item of interest or offer a particular skill e.g. what life was like when a grandparent was a child, helping plant trees, helping with a coffee afternoon etc.
- Photocopying, helping with displays etc.
- Gardening
- Baking / craft activities.
- Assisting with school trips.
- Other (please state)
- Additional information
- I would be willing to be Disclosure checked.
- I already have an Education and Social Care Disclosure Check

Signed _____

Name _____ Date _____

Forest park School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This role is subject to a full Criminal Records Bureau check.