



# Grove Road Primary School

## Parent Helper & Volunteer Protocol July 2014

We would like to thank all our parent/volunteer helpers. At Grove Road Primary School we believe that the involvement of parents and carers in children's education is vital and we encourage active participation in many ways.

The aim of this is to give you all the information you need to make your time both worthwhile and enjoyable. Thank you for your support.

If you are intending to help on a regular basis it is really helpful if you can identify a particular morning or afternoon when you are available to help and the class where you would like to help.

Please let us know when you can come in. We know that some parents can only come in on an occasional basis or on alternate weeks. Your help will still be very much appreciated so please talk to us about what you can manage.

You will need to complete an 'Adult Helper' form from the school office, informing us of all the above details

If you find you are not going to be able to come into school on a particular day, it is really helpful for us to know in advance even if that's only a phone message on the morning in question.

For a variety of Health and Safety issues, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the main reception door, signs in and collects a visitor's badge.

When leaving the premises, please sign out at the main reception desk and return the visitor's badge.

### **Disclosure and Arriving**

Any adult, who is coming into school on a regular basis to work with small groups of children or individuals, needs to complete a DBS form. It is important for the school to

complete these checks in order to protect the well-being of the children in our care. The appropriate forms can be collected from the school office.

### **Ways you may be asked to help in school:**

If there are things you particularly like or don't like doing please let us know.

### **Activities which will take place with one child at a time**

- Hearing children read.
- Playing games
- Supporting children with some class work
- Working on number puzzles etc.

### **Activities which involve working with a small group of children**

- Reading in a group (guided reading)
- Painting and craft work
- Playing games
- Working on the computers
- Cooking
- Gardening
- Playing in the role play area
- Supporting work in various subject areas.

### **Practical tasks that need doing**

- Changing reading books and recording in the child's record book.
- Keeping reading books and library books in good repair and put away correctly.
- Photocopying and laminating
- Sharpening pencils and crayons
- Preparing work for displays

Sometimes you may be asked if you would be happy to work in a particular class. There may possibly be occasions when the head teacher declines to accept the help of a parent/volunteer if she believes it will not be in the best interests of the school community.

Parent helpers are asked to be aware that their presence in the same classroom as their child can sometimes cause a distraction and to consider carefully the beneficial results of helping in a different classroom.

### **Trips**

At Grove Road we believe that being able to give children first hand experiences is important for the children to learn and interact with their learning. In order for these types of trips to take place, we need to ensure that the adult to children ratio ensures the children's safety. We therefore rely upon parents being able to accompany the children when out and about on class trips. If there are any parents who are willing to accompany classes, even though their own children are not in that class, we would love to hear from you so that we can create a register of possible helpers.

## **Fire and Emergency Evacuation**

It is recommended that you make yourself familiar with the fire exits and the fire drill for the classroom that you are working in.

If the fire alarm was to be sounded whilst you are on the premises, leave the building with the class with whom you are working.

Line up on the playground with the class, where a member of the office staff will tick your name in the signing- in book.

Please do not re-enter the building until a senior member of staff has instructed you to do so.

## **First Aid**

There are qualified first aiders in each key stage. If one of the children requires medical attention, please notify the class teaching assistant or class teacher. We also need to know if you have any specific medical conditions.

## **Confidential information**

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child gives you a piece of information of a sensitive nature please inform the class teacher. Any information that leads you to believe a child is at risk should be immediately reported to the Head Teacher (Sharon Sanderson), Inclusion Co-ordinator (Julia White) or Deputy (Kate Kellner).

Any conversation with parents outside school, about your role in school, is a breach of the school's confidence. Even quite innocent comments could be misunderstood by other parents. It is therefore important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

Similarly you may find that parents who are friends will ask about the progress or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you suggest if they are worried in any way about their child then they must discuss the matter themselves with the Head or class teacher.

The school requires that you read the Child Protection leaflet that has been produced for parents and helpers coming into the school. The staff in the office can give you one of the leaflets prior to you coming into help.

The school office holds documents of a confidential nature. Many of these documents will be used by the office staff during the course of the day and may be on a desk. It is therefore requested that you do not enter the school office unless you have been invited to do so. This would also apply to the head teacher's, deputy's and inclusion co-ordinator's offices.

If you have any questions, worries or concerns about any of the above, please do not hesitate to contact us. A member of the senior leadership team will be able to talk to you.

## **Conduct**

Please ensure that your conduct is:

- Respectful of the pupils and any other helpers
- Appropriate in manner and language
- Safe
- Supportive of the school and staff
- Smoking is prohibited anywhere on the school site

## **Dress code**

- Please come comfortably and practically dressed
- Make sure all items of clothing meet any health and safety requirements (e.g. trainers used for physical activities, and no unsafe footwear)

## **Interaction with the children**

Whenever you are in school, the following points may be of help:

1. Expect a level of respect from the children (encourage them to be polite to you and one another).
2. Always remain as calm as possible and expect the children to respond in the same way.
3. Tell them exactly what to do in as much detail as possible.
4. Don't be afraid to quietly and calmly correct a child that is misbehaving, however if in doubt, speak to the nearest member of staff.
5. Praise children whenever possible.
6. Do not let the children become 'silly' or over-friendly with you. They must learn to behave appropriately towards adults who are working in school.
7. All children are expected to speak to adults respectfully using your correct title e.g. Miss Bloggs or Mr Baggins.
8. Children are not allowed to address staff by their given/Christian name, but by title e.g. Miss Sanderson

## **Finally**

- Please be assured that we really do appreciate your help
- If you have any worries or queries, please let us know - we are always willing to listen.
- Thank you again for volunteering your time.
- We hope that you will enjoy helping; the children really enjoy and benefit from your input.

# Grove Road Primary School



## Parent Helper & Adult Volunteer Registration Form

Please complete and return this form to the school office for the attention of **Julia White**.

<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email address</b>	

Child/ren	
Name	Class

It is really helpful if you can identify a particular morning or afternoon when you are available to help and the class where you would like to help. Please be aware that your presence in the same classroom as your child can sometimes cause a distraction. Please consider carefully the beneficial results of helping in a different classroom.

Availability & Preference			
	am	pm	Year / Class
<b>Mon</b>			
<b>Tue</b>			
<b>Wed</b>			
<b>Thu</b>			
<b>Fri</b>			

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for volunteering your time.  
A member of staff will be in touch to confirm arrangements.

**Ways you may be asked to help in school:**

If there are things you particularly like or don't like doing please indicate this in the box below.

**Activities which will take place with one child at a time**

- Hearing children read.
- Playing games
- Supporting children with some class work
- Working on number puzzles etc.

**Activities which involve working with a small group of children**

- Reading in a group (guided reading)
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**Practical tasks that need doing**

- Changing reading books and recording in the child's record book.
- Keeping reading books and library books in good repair and put away correctly.
- Photocopying and laminating
- Sharpening pencils and crayons
- Preparing work for displays

Sometimes you may be asked if you would be happy to work in a particular class. There may possibly be occasions when the head teacher declines to accept the help of a parent/volunteer if she believes it will not be in the best interests of the school community.

Depending on supervision levels and the frequency of visits, it may be necessary to undergo a Disclosure and Barring Check (DBS).

I would like to	I would NOT like to

Office Use			
Class assigned		Frequency	
Days		DBS req	Yes / No
Volunteer Informed	Yes / No	Teacher Informed	Yes / No