



Magdalen Academy
St Germans Academy
Wimbotsham & Stow Academy

Proud to be part of KWEST multi-academy trust

Parents and Voluntary Helpers Booklet

Policy and Guidelines for Parents and Voluntary Helpers

POLICY AND GUIDELINES FOR PARENTS AND OTHER PEOPLE IN THE COMMUNITY WHO COME INTO OUR ACADEMIES TO WORK WITH US.



WE WELCOME YOU INTO OUR ACADEMIES AND THANK YOU FOR YOUR OFFER OF HELP.

INTRODUCTION

Our Academies actively encourage good relationships between Academy, home and the community. The children benefit from the voluntary help given by parents and others in the community, but the acceptance of that voluntary help always depends upon its appropriateness.

In the interests of the safety and well being of children, helpers are asked to read this policy and discuss it with a member of staff prior to beginning working in the Academies. After discussion, the helper is asked to sign the insert as an acceptance of the policy and to return it to the Academies.

SAFEGUARDING OUR CHILDREN

Our Academies are committed to promoting the health and welfare of all our children so they are safe and protected from harm we maintain an ethos where they feel secure, are encouraged to talk, are listened to and are safe. Children at our Academy schools will be able to talk freely to any member of staff or regular visitor/volunteers to our schools if they are worried or concerned about something.

You will be given a copy of our Academies' Safeguarding Induction Sheet and a copy of the Safeguarding Policy is available from the office or the website and told who our Designated Safeguarding Lead is.

In accordance with government guidelines, it is necessary that a **Disclosure and Barring Service (DBS)** check is carried out on any new helper working in our Academies. You will be required to fill in the relevant form, which is available from the academies offices. If police clearance to work in school is not granted to any individual, you will be informed.

PARENTS WITH PRE-SCHOOL CHILDREN

Unfortunately we are unable to accept any offers of help in school if it would mean a pre-school child would also have to attend.

CONFIDENTIALITY

It is **very important** that anyone working in the Academies is aware of the necessity for **total confidentiality** regarding any information learned about any individual - child or adult. Please read Confidentiality Policy.

OUT OF SCHOOL QUESTIONS

Any questions you may be asked regarding our Academies' schools or a child should be referred to the teaching staff.

STAFFROOM

All visitors to our Academies are very welcome at break times. We would ask you to consider the safety aspect of children near hot drinks and it would be appreciated if you could wash up cups after use.

FIRE DRILL

Please familiarise yourself with the fire policy and fire safety notice in the room you are working in. All fire exits are clearly labelled. If you do hear the fire alarm, please take part in the drill by leaving the academy by the nearest and safest exit, taking any child in your care with you.



HEALTH AND SAFETY

Please make sure that you sign in the **folder located at the academy office** before commencing work in the academies. You will also be given a visitors badge to wear whilst working in school. Please remember to sign out and return your badge before leaving.

If any child you are working with should sustain an injury please inform the class teacher immediately. Some members of staff are qualified first aiders, although a number of other staff are trained to deal with minor injuries. Please do not treat an injured child yourself.

The class teacher should inform you if any child you will be working with has a specific need that you may need to be aware of.

Potentially unsafe equipment should never be left unattended; this is especially the case with sewing equipment and cooking utensils. Children should be kept well out of the way of hot ovens.

Helpers should avoid being with one child in isolation, particularly in the toilet.



There is no smoking anywhere in our Academies

TIME AND PLACES TO WORK

Please arrange a convenient, regular time to come and help in the academy with the class teacher. If you are ever unable to help when you are expected, please ring the academy to let us know as soon as possible, as the teacher will have planned for you.

Whilst many parents prefer to work in their child's class this may not always be possible. If a teacher feels that your presence helping in your own child's class is having an adverse affect on your child, they may ask you either to defer working in the academy until your child is more settled or if you would be willing to help elsewhere. Similarly if one particular class has a lot of parent helpers and others do not we may ask you if you would mind working elsewhere for the benefit of all children in the academy.



JOBS YOU MAY BE ASKED TO DO

You may be asked to help with work in a variety of tasks with children. These may include: reading, playing language or mathematical games, art, design or technology activities, cooking, gardening or accompanying school trips.

We like to give people jobs they feel happy and confident about. Please do tell us what you would particularly enjoy doing with the children!

TASKS

Teachers and helpers will agree the activity to be carried out. Preferably this will be an activity which a helper enjoys, and feels he/she can make a contribution to the academy. We want all helpers to enjoy their time spent in our academies.

Teachers and helpers should feel able to request that the task is changed or halted if necessary. Helpers should feel able to express concerns in an atmosphere of trust.

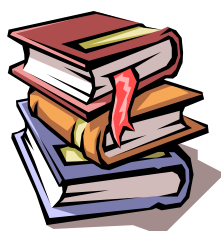
PUPIL BEHAVIOUR

Teachers are delighted to hear about tasks which have gone well, and where children have responded well. Showing your pleasure in a task well done is encouraging to children as well as staff.

Helpers should take a kindly, yet firm, line with children. They must **NEVER** chastise a pupil physically, and always refer a child to a member of staff if the child is behaving badly and failing to cooperate.

Helpers should not feel they have failed if they have to return children they are unable to manage, or where they are uncomfortable with the relationship.

Helpers will be informed if requests are made for individual children to be withdrawn from group activities they are managing. We feel it is better to work in an atmosphere which is open.



There will be a wide range of ability in each class so please remember every piece of information you learn about any child in our Academies is strictly confidential. Please remember never to discuss any child. You know how distressing it could be to hear about your child from another person.

SOME SPECIFIC ACTIVITY GUIDANCE

READING

Helpers often listen to children read.

Reading should be an enjoyable experience. Please help to make sure that it is for the children you work with.

Please do not make written comments in home/academy books.

Any comments written by children's parents in the home/academy books should be referred to the teacher.

Any comments you think you would like to make yourself could be jotted down on scrap paper and passed on to the teacher.

Please only change books after discussion with the teacher.

COOKING WITH CHILDREN IN THE ACADEMIES

It is very helpful to have a talk to a member of staff or parent who has already cooked with the children.

Make sure you are prepared and confident with the recipe.

Please prepare utensils and ingredients beforehand.

Please ensure that the children have washed their hands and are wearing aprons.

It is very important that you talk to the children about what they are doing.

Remember - the children should be cooking and not just you!

Introduce appropriate vocabulary e.g. ingredients, weighing, kneading, and discuss the processes with them.

"What does the dough feel like?"

"Why do you think it is light and fluffy?"

"In what way has the mixture changed?"

Be aware of the safety aspects involved in cooking.

Any child causing you concern should be referred to the teacher.

SEWING WITH CHILDREN IN THE ACADEMIES

Check that hands have been washed.



Discuss how to use a needle safely.

Please do not allow the children to walk around the work table or to look over their shoulders at other children who are sewing when they have needles in their hands!



THANK YOU FOR TAKING THE TIME TO READ THIS.

(If you do have any further questions please contact a member of staff.)

Please complete the insert and return it to the academy office.

We look forward to working with you.