



**LYDIARD MILLICENT CE PRIMARY SCHOOL
PARENT & VOLUNTEER HELPER GUIDELINES
SEPTEMBER 2018 - JULY 2019**

Welcome to Lydiard Millicent CE Primary School. This is a happy school with hard working and dedicated staff that are committed to developing each child's full academic potential.

Lydiard Millicent CE Primary School Vision and Values:

'Believe, Learn, Grow'

Our vision is for all children to believe in themselves and develop a love of lifelong learning as we grow together as part of God's family.

We all recognise that our purpose is to provide the very best quality learning experience for each child within a secure and happy environment where mutual respect is paramount.

As a visitor to our school we would ask that you support us to achieve our purpose and to this end would ask that you follow the guidance points below.

Signing in/out procedure and security

All visitors must sign in and out at the School Office and must wear a lanyard and badge at all times. You should also familiarise yourself with safeguarding and child protection procedures - please speak to a member of staff if you are unsure. You should be made aware of who to speak to if you have a concern about a child or an adult during your visit.

Safeguarding Requirements for Visitors

If you are going to be working unsupervised with pupils at any point during your visit, you must have an enhanced DBS check and barred list check. Please provide this information to the office on arrival. If you do not have a DBS or barred list check then **you must always be accompanied by a member of our staff.**

Concerns about safeguarding practice within our school

If you have concerns about poor or unsafe practice and potential failures in the school's safeguarding regime you must raise this with the Head teacher before leaving the site. If you feel unable to raise a concern with the Head teacher or feel that your genuine concerns are not being addressed, the [NSPCC whistle-blowing helpline](#) is available to you.

Contact the Whistleblowing Advice Line

Call [0800 028 0285](tel:08000280285)

Email help@nspcc.org.uk

Fire procedure (when in or out of the classroom)

The Fire Assembly Point is on the playground - this is signposted and numbers indicate where each class should line up.

School Trips

If you are helping on a school trip please refrain from taking photographs of the pupils on personal mobile phones. If the class teacher would like photographs taken, you will be supplied with a school camera or iPad for this purpose.

Important medical information

Some children in our school have specific medical needs. Whilst we cannot share confidential information about other children with parent helpers, there are certain steps that we ask all adults in school to take:

- Please wash your hands after any contact with food or containers that may contain traces of food (e.g. cereal boxes);
- Please do not bring food containing nuts into school;
- Please report any concerns about a child's health directly to the class teacher.

What will I be expected to do?

You may be asked to work with individuals or small groups, supporting them with specific tasks. The class teacher will explain fully the content of these tasks. Please ask for specific age appropriate guidelines for undertaking activities, e.g. listening to children read. During certain times you may also be asked to undertake other classroom tasks, such as sharpening pencils, filing or mounting work for display.

How should I work with the children?

We expect our children to show high standards of behaviour when working with all adults. We always ask that parent helpers work in accordance with our Behaviour Policy. Children usually respond very well to a positive, encouraging approach but we do ask that you make the class teacher aware of any behavioural issues that arise.

Swimming

If you have been asked to assist a class with swimming, please arrange with the class teacher where you will meet them. You will be asked to supervise either the boys or the girls getting changed. Please encourage the children to change quickly. It may be helpful to talk to the class teacher about strategies that can aid this. You may need to help the children to put on their swimming hats or put their clothes/towel in their bag. You should not help to dry or dress the children.

Health and Safety

When undertaking a group activity, the class teacher will inform you of any specific health and safety considerations, eg the safe use of scissors and glue. Please be aware of more general considerations, such as children sitting on their chairs correctly and tucking chairs under tables when tidying away. Please inform the class teacher if you become aware of a health and safety issue.

Using staff room/toilet facilities

Please feel free to use the staff room and staff toilet facilities during break times when you are helping in school.

What records should I keep?

Unless specifically asked to do so, you do not need to keep any written records detailing the children's achievements. Please give verbal feedback to the class teacher, at a convenient time, when the activity is complete.

Confidentiality issues

Please keep all information learned about individual children's academic, social and behavioural achievements confidential. Parent helpers are more than welcome to join staff in the staffroom at break and lunch but they should be aware that this has to be a space where staff can be open and have discussions with each other that may be of a sensitive nature. Parent helpers should not discuss any information they have seen or heard in the staffroom and any concerns should be raised immediately with a member of the Senior Leadership Team. Due to safeguarding children mobile phones **must not** be used in classrooms and should only be used in the Staffroom, in the car park or at the front of the school building.

Please complete and return the attached slip.

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- I know where to access a copy of 'Keeping Children Safe in Education 2018 Part 1'
- I have been shown where to find all the Safeguarding Policies in school which includes the Child Protection & Safeguarding Information for Parents and Visitors leaflet - all held in the file by the signing in area.
- I agree to ensure that I remain confidential at all times and will not share any information that I have heard or read in the staffroom or classroom.

Name

Signed

Date