

ST. JOSEPH'S CATHOLIC PRIMARY, DROITWICH HELPING IN SCHOOL POLICY

At St Joseph's Catholic Primary School we recognise and value the importance of the partnership between Parents/Carers and school. Therefore we welcome links between these two bodies in order to provide maximum benefit for the children.

Safeguarding: All staff plan their learning for pupils in this subject by adhering to the guidelines laid out in 'Keeping Children Safe in Education 2016'. All staff are trained and told to adhere to the 'Guidance for Safer Working Practice for the Protection of Children and Staff in Education Settings October 2015'.

This Policy covers all offline and online activity by the same principles and is used in conjunction with our related policies for Equal Opportunities, Disability Access Arrangements, SEN and Inclusion, Racial Equality and Harassment, Catholic Life (including Prevent strategies and SMSC) and the school's Positive Behaviour Policy/Code of Conduct.

Mission:

"To provide a happy, secure environment in which children will learn respect and tolerance for others and knowledge of and reverence for the Catholic faith, while pursuing a creative curriculum which will enable them to develop their mosaic of intelligences."

St. Joseph's School aims:

1. To enrich children's learning by offering them a range of creative experiences
2. To encourage parents to see their role as educators in partnership with the school and to provide different role models for the children
3. To create opportunities for more interaction with adults within the school day
4. To widen people's understanding of the learning and teaching environment
5. To develop the school within the wider local and global community

Guidelines

Security

For safety reasons it is essential that all helpers and Governors in the school follow certain procedures:

- Sign in at the main office
- Wear a visitor badge visibly throughout your stay
- Follow the Helping in School Policy
- Sign out when you leave
- Accept you will need to be List 99 or DBS (police) checked - TBC
- Switch off your mobile phone

Confidentiality

Before helping in school you need to be aware of the need to respect the confidentiality of the children and their work/activities and of the teachers' professional status, and their knowledge of the children in the school. As a helper please remember, you are there at the invitation of the class

teacher, and there may be occasions when it is not appropriate for parental help to be given. It is not acceptable to share any information about any child or member of staff with anyone outside the school staff or Governing Body which includes any comments on social media sites. Should you have any concerns, please bring them to the attention of the class teacher or a member of the Senior Leadership Team.

Which Class? Some children do not respond well to having their Parents/Carers in their classroom, they become clingy or upset when Parents/Carers leave. Therefore we ask you to be prepared to work in classes across the school.

What do I do? Helpers may be given specific tasks with individuals or small groups of children, or be expected to help generally around the classroom. Should helpers have any particular talents or areas of interest which would be of benefit to the school, please inform a member of staff.

The school aims for people's time spent in school to be an enjoyable and rewarding experience. Staff are happy to answer any questions. If you are uncertain about a task you have been asked to do, just ask for help!

Break times: Volunteers are welcome to accompany the children outside, carry out routine tasks such as sharpening pencils, preparing/clearing activities, sorting equipment or filing work for the teacher. Helpers are welcome to have a hot drink in the staff room.

Disclosures and Barring Service Check: If helpers are working in school with individual or small groups of pupils alone we may require you to have a DBS (police clearance) check.

School trips

We welcome support from volunteers for school trips however, in this instance you should not be asked to supervise a group and should not take children to the toilets without a school member of staff present. The teacher in charge of the trip will inform you of any specific guidelines before you leave school.

Conclusion:

The staff are very grateful to individuals who come into school, but we do appreciate that some Parents/Carers cannot help regularly. Sadly, there may be occasions when the school declines to accept the help of a parent/helper if we believe it will not be in the best interests of the school community. Visitors must accept that school staff always have the last word on what happens in a classroom.

Monitoring and Evaluation:

The attendance of parent helpers will be monitored through the signing in book. Staff will feedback to the Head the help they have received from Parents/Carers over the course of the year. This will be reported through the Head's report to the Governors.

The Role of the Governors:

To monitor that appropriate procedures are carried out concerning security and quality of support.

Mrs C Bryan
September 2016

This policy will be due for review by: October 2019