



Working in School

A guide for Voluntary
Helpers and Students

A safeguarding policy

Wormley

C of E

Primary School

Approved Autumn 2016

Review Date Autumn 2018

Introduction by Head teacher

Dear Helper,

We are very pleased to welcome you to work and help in school and hope you find the work both rewarding and useful for future employment.

This booklet has been designed to help you understand some of the main procedures about working in our school that will affect you and also some more information about the role of the helper.

To become a helper, you will need:

- a current DBS check;
- to complete and return the declaration at the back of this booklet; and
- to agree hours of work with the teacher or member of staff you will be helping.

Further details on all of these are included in this booklet.

The teacher or member of staff will brief you on the work that you are to do during each lesson and will explain any procedures that need to be followed. If any explanations are unclear, you should ask for clarification.

Your first point of contact for any queries or questions is the teacher of the class or member of staff you are helping, but I or Mr Emmett are available if there is anything you wish to discuss.

Once again, we'd like to welcome you to the school and hope that you enjoy working with us.

Yours faithfully,

Mrs Tracy Gaiteri
Headteacher

Becoming a Voluntary Helper

Equal opportunities

All helpers are welcome regardless of ethnic origin, gender, age, disability, religious or other belief / lifestyle in accordance with the school's equality schemes.

Criminal Background Checks

All voluntary helpers must complete a Criminal Background check and no work can commence in the school until the relevant clearance has been received and recorded by the school. You will probably have already done this, but if not, you will need to ask the office to book an appointment for your identity check and allow a minimum of two weeks for this clearance to be given.

Identification

All voluntary helpers will be asked to provide one proof of address (eg an original household bill etc) two proof of identity (eg original photo driving licence, passport etc). This will be filed with your completed Voluntary Helper's Declaration.

Skills needed to become a helper

Each teacher must ensure that every helper in their class has the necessary skills to help with the activity. I'm sure that you will understand how important this is both for the children in the class and also for the confidence of the helper in leading an activity. Having said this, for the vast majority of the tasks undertaken by our voluntary helpers, there will be no specialist skills required.

Register of helpers

The office keeps a list of all the helpers in each class. They will also keep the signed forms attached with this booklet, so please return it to them as soon as possible.

Roles and Accountability

All voluntary helpers must abide by the guidelines in this booklet. This booklet has been prepared to assist and explain procedure and protocol when working in the school.

Visitors to School

All voluntary helpers must sign the Visitors' Log at Reception on entry to the school building and must sign out when they leave.

Working with the Class Teacher

The classroom teacher will manage the work undertaken by the voluntary helper and you must ensure that you undertake the activities in the way the teacher wants it to be carried out.

The teacher will explain the main tasks that need to be carried out, in detail, before work commences. If you are unclear about any explanation, please ask the teacher for clarification.

The main tasks you will be expected to do include:

- Working in the classroom with individuals or groups
- Listening to readers
- Putting up displays
- Helping with PE sessions
- Helping children use laptops
- Helping in art sessions
- Tidying areas of the classroom
- Photocopying or laminating
- Supervising play
- Assessment of children's learning

Hours of Work

All voluntary helpers will need to agree the days and hours of work with the school and it is most important that this is adhered to. Teacher's planning is often written with the assumption that helpers will be there in certain sessions and rely on you to be prompt and reliable. If, for any reason, you think you are going to be late or absent, please phone the office as early as possible. If you are a student, the school will report any absences to your school or college.

Dealing with issues or concerns

If the voluntary helper has any issues or concerns with the instructions given, these must be raised with the class teacher, in the first instance, in confidence.

If you have any issues that cannot be satisfactorily resolved with the class teacher, these can be discussed with Headteacher.

Unacceptable behaviour by children

Any rudeness or other unacceptable behaviour from the children should be reported to the teacher. You should expect that the teacher will deal with it in a timely manner given the class timetable and you should expect to receive a suitable apology from the child or children involved.

Conduct

Dress

It is important to dress appropriately when working in school and set a good example in the classroom to the children. Our School Dress Rules for staff, when in school with children, are as follows:

- No jeans
- No joggers or tight leggings except in PE lessons
- Avoid long earrings, necklaces and bracelets when using any equipment in case they become trapped
- Tops should be modest and should allow freedom to bend down
- Men must wear collared shirts
- Skirts should be of sufficient length to allow freedom to bend down

Courtesy

When addressing the children, you should always be polite and should never raise your voice.

You should treat each child with respect and you should expect that they will all treat you with respect at all times, including addressing you by your title and surname e.g. Mrs Gaiteri and not your Christian name.

You must never use any physical force with a child.

You must treat each pupil fairly and equally. This must also apply if your own child or a relative's child is in the class.

Personal protection

It is important that you avoid any contact with a single child out of sight of another adult. Where you are reading or doing any other one-to-one work with any child, you must ensure that this is done either in the classroom, the dining room or the main corridors where there is a constant flow of other adults.

Mobile Telephones

Mobile telephones must not be used in classrooms or communal parts of the school. Phones may only be used in the staffroom or the offices.

Inappropriate behaviour by a helper

In the unlikely event that the teacher has concerns about your work or where there is evidence that there has been a breach of the guidelines laid down in this booklet, the teacher will review the matter with you, after prior consultation with the Headteacher.

If, after a full investigation, the allegations or evidence is upheld, this may result in you being unable to help in school in future.

Personal belongings

All personal belongings should be kept with you or stored with the office or class cupboard. If you are working in class, you may ask the teacher to lock them in their stock cupboard with his / her own personal belongings. We do not have insurance to cover personal property that is stolen or damaged, so please avoid bringing in lots of money or anything valuable or expensive.

Parking

You are asked to park your car considerately in the street outside the school. Only a moped or bicycle can be stored on site.

Refreshments

Tea and coffee are provided free to all staff and, if they are not being drunk in the staff room, must be carried in a tin whenever children are in school. Cans or soft

drinks may be brought into school and stored in the fridge in the staff room but must not be drunk in the classrooms.

You may bring in your own lunch and store it in the fridge in the staff room. Alternatively, you may have a school dinner, so long as it is chosen early in the morning and paid for in the school office on the day. Lunch can be eaten in the staff room. If you go out at lunchtime, please sign out of the building.

Confidentiality

When working in the school, you may hear things about staff, children's families, personal details or school work. These matters must not be discussed, even with your own family and friends, as this is a breach of confidentiality.

Similarly, if you know anything about any child or member of staff from outside of school, it is inappropriate to discuss this within the school or with the teacher as this is also a breach of confidentiality.

If you hear or see anything within the school which give you any cause for concern, you must discuss it with the class teacher in the first instance. If your concern relates to the class teacher, you should discuss it with the Head teacher or Deputy Headteacher.

Parents may question you about their child. You must not answer these questions and ask them to speak to the teacher

Child Protection

If a child discloses anything to you that gives you concern about their personal wellbeing or safety, it is important to listen carefully to what the child has to say. You may ask the child questions of clarification, but the main thing is to listen. You must not promise the child that this can remain confidential between the two of you. Any such disclosure must be reported to the designation senior person (DSP) or one of the deputy senior persons immediately. You may be asked to make a detailed note of what you have heard and sign and date it. The DSP will decide what steps to take next and will inform you, wherever appropriate.

If you see anything about the physical appearance or the behaviour of a child that gives you concern about their personal wellbeing or safety, this should not be discussed with the child but reported promptly to the DSP as stated above.

See quick reference guide and child protection policy for further detail.

Health and Safety

The School Building

You will be taken on a tour of the building. Where you are most likely to be working will be explained and any areas of the building which could constitute a danger eg kitchen, car park will be highlighted. You will be introduced to the office staff, Caretakers, Teaching Assistants and anyone else with whom you are likely to have contact.

Safety

The teacher will explain the rules relating to safety for you and the children and the safety procedures relating to using equipment like cutters, scissors, needles etc.

You must never supervise children on your own for any games activity or any task that is dangerous e.g. cooking over direct heat, cutting with a knife etc.

If you are taking a group outside the classroom, your teacher will check to ensure that all is well from time to time. If the children misbehave, you should return with them to the classroom to continue your activity.

Emergency Exits and Fire Drills

Your teacher will explain the fire drill to you and tell you where the emergency exits are situated for each of the rooms you work in. Fire drill notices are fixed to each stock cupboard and near each fire bell and you must check that you know the location of the fire bell nearest to your classroom.

Please ensure that you sign out if you go out at lunchtime so that we know who is in the building in the event of a fire.

Dealing with Emergencies, First Aid and Accidents

The teacher will explain what to do if you or a child has an accident. The *golden rule* is always to prevent an accident happening and to follow these four safety rules:

- Learn how to work safely and obey safety rules
- Use all safety equipment and protective clothing
- Report anything that seems dangerous, damaged or faulty
- Ask when unsure

If you have an accident, you must report it to the teacher who will assist you in completing the accident book, if necessary.

The main First Aid point in the school is in the main school office.

If you need first aid help, please ask any Teaching Assistant. A rota of First Aiders is kept in the staff room.

First Aid boxes are situated around the school, including in the main school office. There is also a box made up for school trips and taken by the nominated first aider.

Tidiness

Slips, trips and falls are still a major cause of accidents. To help prevent them, everyone should:

- Always carry hot drinks in a tin whenever children are in school
- Not leave things lying around and make sure there is a place for everything to be stored safely
- Clean up spills, wet patches and any liquid from the floor straight away
- Always close cupboards and drawers

Remember, you would be held responsible if your untidiness resulted in an accident to others.

Hygiene

Poor hygiene can lead to the spread of infections amongst both adults and children, so please:

- Wash your hands, using soap and water before you eat and after using the toilet and make sure that the children do the same
- Dry your hands on a paper towel and not on your clothes
- Get medical help if you have a skin complaint or allergic reaction. Tell the teacher immediately if you have a rash, blisters, ulcers, itching etc

Protective Clothing

Young children are rarely engaged in activities making this necessary but you must ensure that you wear rubber gloves if you have to deal with blood or urine.

Moving About School

Remember to:

- Walk and never run in the school building
- Use gangways or paths and don't take short cuts
- Look out for, and obey, warning notices eg. cones placed by wet patches on the floor

Lifting and Carrying

Back problems can give a lifetime of pain so:

- Always use trolleys or lifting equipment
- Never ask children to carry heavy things
- Only lift or carry what you can manage
- Make sure you can see clearly where you are going when carrying a large object
- Ask for help from the Caretaker to carry anything heavy

Working at Heights

Many serious injuries are caused by falling off chairs and other unsuitable furniture. If you have to work above ground level, use a step ladder. Don't overstretch and always move the steps.

Electricity

Remember that electricity can kill or cause severe burns. Make sure that you:

- Ask how to use an item of electrical equipment
- Always switch off at the mains before disconnecting a plug
- Report any damaged electrical items of equipment including extension leads

Hazardous Substances

We do not use chemicals with the children. This includes a rule not to use Tippex in a classroom.

Monitoring and Review

The class teacher will assess and review the quality of the work undertaken by each helper as part of their role in managing their class. Feedback will not normally be given by the teacher, but you should expect a “thank you” for your help.

Depending on the nature of the voluntary work being carried out, the following development opportunities may be open to the helper:

- Shadow sessions can be arranged e.g. watching an experienced teaching assistant
- Mentoring - the classroom teacher will provide guidance and feedback, when appropriate
- Reviews – the classroom teachers are encouraged to pass information to colleagues on the performance of voluntary helpers for future reference.

If you have a particular skill that would be useful for the children in any class, please let the teacher know. All the school staff are extremely grateful for all the voluntary support that they receive and would be delighted to be able to use your special skills for the benefit of the children’s education.

References

If you would like Wormley School to provide a reference for another job based on your voluntary work, please speak to the Headteacher, rather than the class teacher or any other member of staff. She will be able to provide you with further information on the process and the format and content of the reference.

Employer’s Liability Insurance

All voluntary helpers are covered by the Hertfordshire County Council's Employers Liability Insurance policy. This covers third party claims against you whilst you are working within the school. Personal accidents are not covered unless the school's negligence is proven. Loss of property is not covered in any circumstances.

In the unlikely event that you want to make a claim, further information and details can be obtained from the Head teacher.

Contact details

Tel: 01992 303331
Fax: 01992 303332
Web: www.wormley.herts.sch.uk
Mail: admin@wormley.herts.sch.uk

Finally

We hope that you will enjoy your time with us and that you do not go home at the end of the day worrying about anything. If you have any concern, talk to the teacher, the School Business Manager, the Headteacher or the Deputy Headteacher.

Wormley C of E Primary School (V.C.)

Voluntary Helper's Declaration

Please use block capitals when completing this form.

Please bring with you one proof of address (e.g household bill etc) and one proof of identity (e.g. passport, photo driving licence).

Title (eg Mr, Mrs, Dr etc) Family Name

First Names..... Date of Birth.....

Full Address (including postcode)

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Home phone no..... Mobile no

Emergency Contact Full Name

Contact's relationship to you

Daytime emergency contact phone no.....

Previous experience (if any).....

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Miscellaneous information (anything else you feel the school should be aware of e.g. emergency medication etc.)

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I declare that I have read both the Policy for Voluntary Helpers dated October 2014 and this "Working in School" booklet dated Autumn 2016 and that I agree to work within the guidelines set out therein.

Signature Date.....

For official use only:

Proof of address seen Proof of identity seen

CRB check received Start date given: