



Ballaugh Primary School

GUIDELINES FOR ADULT HELPERS IN PRIMARY SCHOOLS

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH “Induction for Staff-Safeguarding Children”

We welcome the help that adults feel able to offer us in school and are grateful for the time and support which you are able to give us, as it provides the opportunity for pupils to have additional attention that would otherwise not be possible. Your interest also enables additional activities outside the classroom to be undertaken with adequate levels of supervision and gives our pupils access to special skills, expertise and interests, which would otherwise not be available to them.

The Department of Education and Children requires all schools to offer the following guidance to adults who help in schools. The guidelines are designed to be of support to those who voluntarily help in school and particularly to those who may be helping for the first time. They are not intended to be a set of rules but rather guidelines, which seeks to avoid confusion and misunderstanding.

Though numbered, the guidelines are not placed in any order of priority.

1. The headteacher / class teacher is (are) in charge of the class, its programme of learning and its discipline. It is they who will decide upon the nature and level of support they would like you to provide.
2. Please remember that if you are ever unhappy about an activity which you have been asked to supervise, please say so and talk to the teacher concerned.
3. We treat the pupils with courtesy and respect and expect them to treat everyone, both adults and children, the same way. As one of the partners in the learning process, you will be viewed as a good role model of a caring, sensible adult. Pupils will be watching and copying you. They model themselves on you, your views, attitudes and appearance.
4. Please remember that if you are in school for any length of time, you will naturally become aware of the abilities and achievements of different pupils. This information must obviously be regarded as confidential. Please try to imagine how you would feel if you heard another adult discussing, or making a comment, about your child. By all means tell everyone about how you are helping in school but what you see and hear cannot be for general discussion outside school. If you have any concerns at all, take them in the first instance to the headteacher.
5. In some situations, depending on the task(s) that you are involved in, it may be necessary to carry out a CRB check before you are able to work in school with the children. Should it be deemed necessary, you will be asked to provide identification and return a CRB form to the headteacher.
6. All visitors to schools are now required to sign a Visitors Book upon arrival and

prior to departure. Please remember to do so on every occasion when you work in school. The visitors book in our school is kept outside the office.

7. Together, you and the school have made a commitment over time for you to work as a member of a team in the best interests of the pupils. If for any reason either party wishes to discontinue the partnership, then this may happen as amicably and smoothly as when the process was initiated.

8. If you are helping pupils with a task, please try to do so without solving the problems for them. Ask questions, suggest lines of enquiry and encourage pupils to explain what they mean rather than supply all the answers.

9. Please remember to behave safely at all times, and not to place the pupils in your care at risk. Make yourself aware of all the emergency and evacuation procedures.

Finally, if you have not been put off coming into school then please complete and return the slip below to school.



Adult Helpers in Ballaugh Primary School

Please complete and return to the school at your convenience, thank you.

Having read and appreciated the guidelines set out above, I am happy to offer my help to the school and fully accept the need for complete confidentiality. I am willing for a police check to be carried out should it be deemed necessary for the task.

Name

Signed: Date:.....