

## A Guide for Helpers in School

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**Belmont School has a long tradition of partnership with parents. It has been possible to extend and enhance the curriculum because of the contribution and commitment parents have made to the life of the school. We welcome and value the support offered by all our helpers.**

Parents help in a variety of ways including in the classrooms; on visits and trips; with the BHSA and with enrichment activities.

To accompany children on trips or to volunteer in school, parents/carers must have completed an enhanced DBS check. This can be arranged via the school office.

### **Guidance for helpers:**

- On arrival report to the school office, sign in and to collect a visitor's badge and lanyard. This must be worn and visible at all times. Sign out at the end of the visit, or when you leave the building for a break. We need to be aware of who is in the building at all times in case of emergency.
- When arriving at the school office for the first time, you will be handed a document to read containing information on safeguarding and emergency procedures.

The children will call you by your 'teacher' name, i.e. your title and surname

- Please make sure you know the locations of the adult toilets in the building. Do not enter the children's toilets. If there is a reason to do so, make sure you are with another adult who is a permanent staff member and will ensure proper process is followed.
- Adults should not use their phone in front of the children at any time.
- Adults should not eat in the classroom and drinks should be limited to a water bottle.
- Hot drinks such as take away coffees should not be brought in to the building.
- Adults should be appropriately dressed to work with children and follow the staff dress code. No denim should be worn, clothes should be modest and slogan tops are not allowed.

### **Confidentiality**

- It is possible that you will be privy to discussions between staff regarding pupils and their families. It is important to remember that all such information is confidential to the school and must not be shared with any other individual.
- Do not discuss any pupil with other persons known to them except the class teacher e.g. if a parent approached wanting to know how his/her child was getting on in class, it would not be appropriate to comment and such enquires should be referred back to the class teacher or the headteacher;

- Your friendship with pupils must always be a professional one. It is important to be firm, friendly and appear confident without being over friendly or familiar. Take your lead from the staff, if in doubt please ask;
- Be aware of any physical contact with the pupils so as not to put yourself in a situation that could possibly compromise you;
- If a pupil talks to you about something that gives you cause for concern e.g. something that has happened in school or at home, then this must be reported to the class teacher immediately;
- If a child discloses something that you regard as a child protection issue, you must report this immediately to one of the Designated Safeguarding Leads.
- Toilets are located on the ground floor near to the School Office and on the middle floor at each end next to the staircases;
- If you are unsure about any routines or expectations, please do ask.

We would like to thank you again for your support in offering to help. We look forward to welcoming you as a helper and to working alongside you to enhance the opportunities available to the children.