



Kingsway Infant School

Adult Helpers in School Policy

At Kingsway Infant School we welcome Parents, Guardians, Carers and Friends in school and we aim to encourage this by responding positively to all offers of help and support. We want our school to continue as a thriving part of the community and for the children to learn to respond to a variety of adults in a polite and interested way.

Broad aims

- to provide an open, welcoming atmosphere
- to value adult involvement
- to encourage the children to show respect for all adults
- to draw on the wealth of expertise and range of experience available in our community

At Kingsway Infant School we aim to:

- make best use of help on offer (i.e. to listen to what adults are offering)
- liaise with helping adults to arrange mutually beneficial timetables
- to support, monitor and value contributions made
- to promote a positive attitude towards adults in school

In order to achieve these objectives:

1. Staff will:

- define task clearly and fully
- identify groupings of children appropriate to character and skills of parent
- provide support and monitoring during parents time in school
- value parents contribution, and where appropriate, share this with the whole class
- be sensitive to any limitations adults might express
- offer friendly assistance, locate materials etc. when requested
- advise, support and monitor during the session if appropriate
- assist with clearing up if needed

2. Helping Adults can expect:

- to be fully briefed as to the task in hand
- to be supported and assisted during their time in school
- to be spoken to with respect by all children
- to work in a quiet controlled atmosphere

3. Helping Adults in school will:

- respect confidentiality
- speak in a quiet controlled manner
- behave appropriately
- wear appropriate clothing/footwear (no jeans/denim)
- keep themselves safe and refer all safety issues to the class teacher initially and to the Headteacher, if necessary

Ensuring the safety of our pupils

Helpers are requested to sign in and out and wear a printed badge.

Adult helpers will be asked to complete a confidential online DBS check and provide two character references. All adult helpers will be assigned to a permanent member of the school staff, and so will be closely supervised either by a Class Teacher or Teaching Assistant, or if as is sometimes the case of a student on work experience, a member of the support staff, at all times.

A review of this policy will be conducted on a biannual basis.

Adult Helpers in School Policy - Code of Conduct

Name: _____

Role: _____

DBS issued - Y/N

Character References (x2) received - Y/N

Staff Disqualification Declaration signed - Y/N

Acceptable Use Agreement/Code of Conduct (eSafety & Data Security) signed - Y/N

(Unless all of the above are complete, adult helpers will not be able to help in school)

Emergency Contact Details

Medical Conditions

I agree to abide by the Kingsway Infants School Code of Conduct

I will :

- respect confidentiality
- speak in a quiet controlled manner
- behave appropriately
- wear appropriate clothing /footwear (no jeans/denim)
- keep myself safe and refer all safety issues to the class teacher initially and to the Headteacher, if necessary

I have received a copy of the Confidentiality Policy (sign office register) and Safeguarding Children Quick Reference Guide

I have been shown the Child Protection and Whistleblowing Policies (reference school website)

Signed: _____

Date: _____