

HELPING IN THE CLASSROOM (2016)



Welcome to West Ewell Infant School and Nursery. We are a culturally diverse, thriving, happy and over-subscribed school which has been rated as 'Outstanding' by Ofsted. We have an established Pre-School Speech and Language Centre in our Nursery and a dedicated Speech, Language and Communication Needs Centre within the mainstream school. We are committed to providing the very best education we can for our pupils and warmly encourage parents and carers to come in to school to help in classrooms.

THANK YOU FOR OFFERING TO HELP IN OUR SCHOOL. THINGS YOU NEED TO KNOW!!

Times of the day

Register: 9am
KS1 play: 10.45am – 10.55am
YR lunch: 11.30am – 12.30pm
KS1 lunch: 12.00pm – 1.00pm
End of School: 3.00pm

At break times

Please help yourself to tea and coffee in the Kids Club Room.
All helpers in our school have a full DBS check.
When you arrive in school, please sign in at the main office and show your DBS ID.

IN THE CLASSROOM

The class teacher/learning assistant in your class will explain the activities you will be doing. We encourage our children to be independent. Please support children in their learning and give them lots of encouragement to try things on their own.

All mobile phones should be placed in the classroom safe.

SAFEGUARDING

If a child tells you something that causes you concern, please discuss it with the Class Teacher or Headteacher. Please be guided by your Class Teacher as to your role.

HEALTH & SAFETY

Accidents – First Aid is available in every classroom. Please report any accidents to the Class Teacher so that they can be recorded in the accident book.
Fire drills take place once a half term. Please ensure that you read the fire instructions on display in your classroom.

CONFIDENTIALITY

When you work in the classroom you will see a wide range of ability and behaviour. We ask that you do not discuss this outside of school. Everything that you see and hear in school is confidential, but if anything causes you concern, speak to the Class Teacher in the first instance.

FAQs

If the phone rings, do I answer it? No, please tell a member of staff.
If a parent seeks information from? Refer them to the Class Teacher.
If a child is struggling with their learning? Advise the Class Teacher.

PLEASE REFER TO OUR VOLUNTEER POLICY FOR FURTHER INFORMATION

SAFEGUARDING CHILDREN

AT WEST EWELL INFANT SCHOOL AND NURSERY

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a child protection policy and procedures in place which we refer to in our prospectus. All staff, including supply staff, volunteers and governors, must ensure that they are aware of these procedures. Parents and Carers are welcome to read the policy on request.

Sometimes, we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leads (DSLs) are:

Mrs Mia Bennet, Headteacher
Mr Ian Cook-Abbott, Deputy Headteacher
Mrs Wendy Thomas, Senior Teacher

Mrs Clare Goldsmith is our Governor with responsibility for child protection

If you are concerned about a child's welfare, please record your concern and any observations or conversation heard with your signature, date and time and report to one of the DSLs as soon as possible the same day. **DO NOT** conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that he or she is unsuitable to work with children), then you should report this to one of the DSLs in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher), who will consider what action to take.

I have read the guidance to Helping in the Classroom and I understand what is expected of me. Please sign below and return to Mr Ian Cook-Abbott, Deputy Headteacher.

Name:

Signature:

DBS registration number:

Please return to the front office