



# Ladygrove Park Primary School

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## Guidance for Helpers/Volunteers in School

Thank you for coming to help in our school. Here is some guidance that we hope will help and we would respectfully request that you adhere to. If you are not sure of anything, please ask!

**Signing In** Please would you make sure you sign in and out at the school office and wear a visitor sticker at all times.

**Supporting Children** The teacher will explain the focus for the activity or session. You may be asked to support in any of these ways:-

- To sit alongside a child or group of children and observe what they are doing;
- To reassure and encourage a child or group of children, e.g. smiling, giving eye contact;
- To help a child or group of children with their task or activity;
- To help the child or group of children move on with their learning by prompting "What else could you try?" "What could you do next?"
- To use open questions to extend the children's learning further e.g. "How do you think.....?"
- To help the child or children make themselves clear by e.g. rephrasing children's responses "Do you mean....?"

When supporting children please make sure you use the methods demonstrated by the teachers. If unsure ask! During whole class teaching, please sit behind or alongside the children so as not to distract them unless otherwise requested by the classteacher.

Please try to encourage the children to carry out their task or activity independently otherwise they may feel that it is not their work.

**Children's Behaviour** Children have a responsibility for their own behaviour. They must respect the rights and feelings of children and adults in school. The emphasis in school is on expecting, noticing, and praising **positive behaviour**. Any difficulties or concerns should be reported to the classteacher. Class rules are displayed in each classroom for everybody to follow.

**Safeguarding** Ladygrove Park Primary School staff, volunteers and governors have a responsibility for, and are committed to, safeguarding and promoting the welfare of children and young people. Safeguarding training and notes will be provided prior to regular voluntary work. If helpers in school have concerns about the safety or welfare of a child, they must speak to the child's teacher or Andrew Markham, the Headteacher, who is the designated person for safeguarding at school. Helpers who have unsupervised or regular contact with children must be police checked.

**Confidentiality** Any information about the school and the children that you are privy to, in your role as a school helper, is strictly confidential and must not be shared with anyone outside school.

Oxfordshire Primary Education Network



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**Health and Safety** Should it be necessary to evacuate the school building for fire, bomb threat or any other reason, the alarm should be sounded by breaking the Emergency glass and following the instructions on the FIRE ACTION notices.

**Assembly Points:** Large Playground (*children and adults*); Car Park (*alternative for people in hall*)

- On hearing the alarm, the adults in charge of children should take their individual child, group or class out of the building **by the nearest and safest fire door** and go immediately to the Assembly Point.
- Children must walk quietly and line up on the playground silently.
- Other staff and visiting adults should also make their way to the Assembly Point using the nearest and safest fire door and report to a member of the Office Staff.

**Toilets** Only school staff can take children to the toilet or change children who are wet. Please make a member of staff aware of any toileting needs.

**Mobile Phones and Devices**

- Ensure your mobile phone is turned off or on silent whilst you are on the school premises.
- Your mobile phone or device **must not** be used for taking photographs of the children at any time.
- Phones or devices must not be used in the classroom, corridors or offices. This includes making or receiving calls and texting.
- If you need to be contacted in an emergency please ask that the school number be used.

**Physical Contact** Any physical contact should be avoided, except in an emergency. We adopt the principle that parents want their child/ren to be given a certain level of physical reassurance if distressed, hurt or otherwise in need. This is the case for all children but may be appropriate more frequently for younger children.

**Refreshments** Tea and coffee are compliments of the school governors. When the adults in the year group you are helping have a break, you are welcome to have a drink at the same time. The school adults will make this for you, to have together in the year group area. **Please do not use the staffroom by yourself as there is often confidential information in there and it is a designated area for staff to rest or work.**

Please sign below to indicate your understanding and agreement of the above and return to the school office.

We hope you enjoy your time with us!

✂.....

Name..... Signature..... Date .....

I have read and understood the *Guidance for Helpers in School* policy

