Kingsway Infant School

Adult Helpers in School Policy

At Kingsway Infant School we welcome Parents, Carers and Friends in school and 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.

At Kingsway Infant School we aim to:

• provide an open, welcoming atmosphere
• support, monitor and value contributions made
• encourage the children to show respect for all adults
• draw on the wealth of expertise and experience available in our community
• 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
• promote a positive attitude towards adults in school

In order to achieve these objectives:

Staff will:

• define each task clearly and fully
• identify groups of children appropriate to character and skills of the adult helper
• provide support and monitoring during the adults helper time in school
• value adult helpers 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

Adult helpers can expect to:

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

Adult helpers in school will:

• respect confidentiality of the school community
• speak in a quiet controlled manner
• behave appropriately
• wear appropriate clothing/footwear
• keep themselves safe and refer all Safeguarding and safety issues to a member of the Designated School Safeguarding Team, Debbie Knights (Headteacher) DSP, Aimee Smith (Deputy Headteacher) Deputy DSP, and Sam Pither Deputy DSP

Ensuring the safety of our pupils all adult helpers:

- will be asked to complete a confidential online DBS check and provide two character references
- are requested to sign in and out and wear a printed badge
- will be assigned to a permanent member of the school staff, and so will be closely supervised either by a Class Teacher, Teaching Assistant, Student Teacher or a member of the support staff, at all times
- will be asked to sign the 'Adult Helpers in School Policy - Code of Conduct' proforma to confirm their compliance

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

Adult Helpers in School Policy – Induction and Code of Conduct

Name: _____

Role: _____

Contact Details

Address: _____

Contact number: _____

DBS issued - Yes/No

Character References (x1) received - Yes/No

Discussed at Induction and Copies Provided:

Staff Disqualification Declaration signed - Yes/No

Online Safety, Acceptable Use Agreement signed - Yes/No

Application Form Received – Yes/No

Kingsway Infant School Health and Safety Induction Checklist completed. – Yes/ No

Kingsway Infant School Safeguarding Leaflet received – Yes/ No

Prevent Leaflet received– Yes/ No

Signing in and out procedures explained – Yes/ No

Kingsway Infants School Adult and Volunteers Helpers Code of Conduct read – Yes/ No

Confidentiality Policy read– Yes/ No

Child Protection Policy read – Yes/ No

Whistleblowing Policy read –Yes/ No

(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 Adult and Volunteers Helpers Code of Conduct and will:

- Follow Kingsway Infant School's Policies, if unsure to ask the class teacher,
- Behave in a mature respectful, safe and caring manner to our school community, this includes all children, staff and adult/ carers.
- Be a positive and kind role model to the children,
- Treat all children equally and not to have a 'favourite' child or children,
- Do not act in a way that could be considered sexual, threatening, or intimidating, sarcastic, or disrespectful to the children or adults,
- Contact is not to be made with a child on personal phones or emails,
- Arrangements are not to be made to meet or communicate with any child privately,
- Always act in a professional manner at the school, in suitable clothing, no smoking, drinking or disrespectful behaviour,
- Never carry out work that you are not fit to do, this could be due to health reasons, medication,
- Not have any personal possessions, including mobile phones, in public areas of the school,
- Refer all safeguarding and safety issues to the Designated School Safeguarding Team - Debbie Knights (Headteacher) DSP, Aimee Smyth (Deputy Headteacher) Deputy DSP, Sam Pither Deputy DSP
- Report to the head teacher/ deputy head or office manager
    - Concerns that you have in your role and what you are being asked to do,
    - Any inappropriate behaviour of an adult in the school,
    - If there is an incident that you have trepidations about,
    - If you have concerns for a child's safety for example, but not limited too, be due to a disclosure, or a behaviour you have seen, you will raise your concern to the DSP or if not available a member of school staff on the same day.

I have read and agree to abide by the above code of conduct.

Signed: _____

Date: _____