



## 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. In broader terms we aim to:

- provide an open, welcoming atmosphere
- value adult involvement
- encourage the children to show respect for all adults
- draw on the wealth of expertise and 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
- support, monitor and value contributions made
- 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
- speak in a quiet controlled manner
- behave appropriately
- wear appropriate clothing/footwear (no jeans/denim)
- keep themselves safe and refer all Safeguarding and safety issues to the class teacher initially and to the Headteacher, if necessary

### **Ensuring the safety of our pupils all adult helpers:**

- are requested to sign in and out and wear a printed badge
- will be asked to complete a confidential online DBS check and provide two character references
- 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 on work experience 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 - Code of Conduct

Name: \_\_\_\_\_

Role: \_\_\_\_\_

DBS issued - Yes/No

Character References (x2) received - Yes/No

Staff Disqualification Declaration signed - Yes/No

Online Safety, Acceptable Use Agreement signed - Yes/No

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

### Emergency Contact Details

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### Medical Conditions

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**I agree to abide by the Kingsway Infants School Adult Helpers Code of Conduct and will:**

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

I have received a copy of the Confidentiality Policy (to sign Confirmation of Compliance) and Safeguarding Children Quick Reference Guide

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_