



Believe. Achieve. Succeed. In our hands we hold the future.

Adults Helping in School Policy

What is this policy for?

This policy sets out how we would like adults to behave when helping in school.

The vision for Adults helping in school

At Hutton CE Primary School we recognise and value the importance of the partnership between Parents/Carers and members of the local community with school. Therefore we welcome links between these bodies in order to provide maximum benefit for the children.

When can adults help in school?

Adults can help at any time of the day as long as it is pre-planned with the teachers because the curriculum is very busy. However, we do want to make the best use of any adult help available. Teachers know what the children will be covering, so, for example, if an adult comes to listen to readers it is important that they are not missing their maths lesson to do so, or if they have come to do art it is important that it is not with the same children who are supposed to be having a cookery session.

How do adults help in school?

Additional adult helpers in class help in a number of ways:

- Enhance the children's learning experiences by working alongside them
- Parents develop links between home and school
- Provide extra opportunities through small group work
- Provide opportunities through specialist skills/talents
- Provide additional practise of time consuming tasks e.g. individualised reading, weighing and measuring etc.

Where do adults help in school?

Which Class?

Some children do not respond well to having their Parents/Carers in their classroom: they become clingy or upset when Parents/Carers leave. Therefore we ask you to be prepared to work in classes across the school.

What do I do? Helpers may be given specific tasks with individuals or small groups of children or be expected to help generally around the classroom. Helpers with particular talents or areas of interest are welcomed by staff.

How do we measure success in adults helping in school?

- Success is measured informally through the children being given additional activities or experiences that wouldn't otherwise be able to be delivered.
- Children getting additional practice at tasks they find difficult
- Adults enjoying the experience and wanting to return to the school.



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Safety & Risk

Security

For safety reasons it is essential that all helpers in the school follow certain procedures.

- Sign in at the main office
- Wear a visitor badge visibly throughout your stay
- Follow the Adults Helping in School Policy
- Sign out when you leave.
- Accept you will need to be DBS (police) checked
- Leave mobile phone with the office
- Do not take any child to the toilet

Confidentiality.

Before helping in school you need to be aware of the need to respect the confidentiality of the children and their work/activities and of the teachers' professional status and their knowledge of the children in the school. As a helper please remember, you are there at the invitation of the class teacher, and there may be occasions when it is not appropriate for parental help to be given.

Uncertainty of what to do

The school aims for people's time spent in school to be an enjoyable and rewarding experience. Staff are happy to answer any questions. If you are uncertain about a task you have been asked to do, just ask for help!

Break times. As a volunteer, you are welcome to accompany the children outside, carry out routine tasks such as sharpening pencils, preparing/clearing activities, sorting equipment, filing work for the teacher, or make yourself tea/coffee in the meeting room. For health and safety reasons hot drinks cannot be carried around the school or to the classrooms. For space reasons we ask that parent helpers do not go to the staff room as there is insufficient space for all the staff.

Community Involvement & Collaborations

Members of the community, parents, the Friendship Circle and Church members are welcomed into school to listen to children read on a regular basis.

Monitoring and Evaluation

This is monitored by the Headteacher and reviewed annually.

Policy written: March 2020

Policy review: 2023

Ratified by the Local Governing Body and signed by chair or vice-chair:

28/3/22

Chair of LGB

Philippians 4:13: I can do all this through Him who gives me strength
Adults helping in School – March 2022