

**ST ANDREW'S CE
PRIMARY SCHOOL & NURSERY**

**GUIDANCE
FOR ADULTS
HELPING/WORKING IN
SCHOOL**



St. Andrew's
C.E. Primary School

2018

GUIDANCE FOR ADULTS HELPING / WORKING IN SCHOOL

Welcome to St. Andrew's and thank you for sparing time to support both teachers and children.

You may be asked to work with individuals or groups of children or to help generally in the classroom.

Confidentiality

Everything you see/hear in school **must** be confidential.

If a child confides in you, and you are concerned, please speak to Mrs. Rainford or the class teacher in private.

OR

If you are concerned about something you see or hear in school please speak to the class teacher or Mrs. Rainford - do not approach other parents directly or discuss in conversations.

Child Welfare

Every child has an entitlement to feel secure and protected (see the Information for staff, visitors, supply staff and volunteers on Safeguarding at St Andrew's CE Primary School & Nursery). They have a right to expect professionals with whom they come into contact to act upon any disclosures in the area of child protection. The close contract that teachers and others working in school have with children means they have a crucial role to play in protecting them. We follow the procedures set out by the Rochdale Borough Safeguarding Children Board Child Protection Procedures and inform parents, social services and or the police of our concerns.

Note

We kindly request that adults helping in school do not use the staff room during break / lunchtime. The member of staff you are working with will ensure you are provided with a drink.

I understand the importance of confidentiality and agree to abide by the above rules.

Signed



St. Andrew's
C.E. Primary School

Information for staff, visitors, supply staff and volunteers on Safeguarding at St Andrew's CE Primary School & Nursery

The Government paper 'Working Together to Safeguard Children' (2018) states that '*Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.*'

St Andrew's CE Primary School & Nursery is committed to its legal and moral duty to promote the well-being of children, protecting them from harm and respond to child abuse and expects all staff and volunteers to share this commitment.

School Policies are in place to ensure that there is a consistent approach to practices throughout the school and that they are adhered to by staff, governors and volunteers. We have a number of policies and procedures in place that contribute to our safeguarding commitment which is referred to in our prospectus, including our Safeguarding and Child Protection Policy and Procedures (2018). Parents, carers and visitors are welcome to read the policies on request or they can be viewed in the 'policies' section of our website.

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. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

All adults are also expected to read the DfE booklet: **Keeping Children Safe in Education (2018)**. Everyone employed at St Andrew's CE Primary & Nursery has a responsibility in terms of child protection and we understand that every child has the right to feel safe and protected at all times and in any situation.

We accept that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended activities.

We hope that both parents and children will feel free to talk about any concerns and will see school as a safe place to discuss any difficulties. All staff have child protection training and all adults who work with children in school have had an enhanced Disclosure and Barring Service (DBS) check. School has designated staff for child protection/safeguarding who receive regular and additional training and a nominated governor.

Our Safeguarding and Child Protection Designated Staff are:
Mrs J Rainford- Head teacher and Mrs J Hodgson – Deputy Head Teacher

Our Safeguarding and Child Protection Governor is:
Mr G Walczak Mrs C Giles

Other staff with responsibility for Safeguarding:
Mr P Lynch – Inclusion Manager and Mr J Alletson

The full statement is available on our school website.

General Tips

- On arrival sign in at the front office and collect a visitor badge
- Sign out when leaving
- Arrive at the time arranged / expected with each class teacher
- Let us know as early as possible if you are not able to come into school
- If a child behaves inappropriately give him/her one warning then discuss the problem with the class teacher
- All adults should expect to be respected as a member of staff and should be called by their full name - not their Christian name. Adults should be friendly **but not** like a friend.
- All adults should set an example by not chewing gum or eating sweets in class.
- All adults should adhere to the dress code of the school - i.e. smart / casual.
- All adults should be aware of the fire drill instructions in each area they work in (on wall in all areas)/
- Adults should never be alone with a child/children.

Role of Additional Adults in Classroom

- Ensure children put their name on work
- Listen to children's difficulties when carrying out a task but do not do a child's work for him/her. Approach the teacher if you think a child is having real problems.
- Help to interest and motivate children and keep them on task
- Be strategically positioned near particular individuals or groups to support and encourage during whole class sessions
- Support individuals or groups
- Help children to understand how to do an activity / interpret instructions
- Keep children focussed and on task
- Help to maintain pace
- Try to give children confidence to work independently
- Ask questions to help get children thinking and prompt responses.
- Help children to work together sociably
- Allow children to play when appropriate
- Support children during practical activities
- Listen and talk to children whenever you can
- Emphasise correct use of vocabulary
- Try to deal calmly with problems and leave them to the teacher to sort out.
- Try to encourage upholding of school rules where this encroaches on your work e.g. No running in school
No fighting
No swearing
- Smile / eye contact - with class / group / individuals. This helps to build relationships
- Try to be positive
- Help with specific individual resources
- Observe and note down common difficulties - inform teacher

We hope you enjoy your time with us and are all grateful for your support and help. Please make the most of your time here and keep busy!