

## **POLICY FOR HELPERS IN SCHOOL**

### **Aims**

- To build positive relationships with all the adults who help in school
- To value and utilise the expertise, talents and interests of adults who come into school
- To enable the children to meet and work with a variety of different people
- To facilitate individual and small group work under the teacher's supervision and guidance

### **Practical Considerations**

#### **Who helps?**

At Friskney School we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic.

#### **When?**

In general, the teachers recruit helpers at the beginning of each school year by means of a general letter from the Headteacher or through personal contact. Some helpers may be new to the school, others, re-recruited from previous years. Class helpers in one year may stay with the existing class teacher or may move with their child's class. **We try not to put parents in the same class as their child, but there may be occasions when this is unavoidable.**

If, during the year, other people ask to help in school, they are always welcome. Similarly if a need arises for extra helpers, or helpers with a specific expertise, a further letter will be sent home.

Following the general letter, the Headteacher distributes replies amongst all the staff. Individual teachers then make personal contact with their helpers and make their own arrangements.

Adults help in school throughout the school day or after school in extra curricular clubs. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

Some adults who are unable to come into school but still wish to help often take jobs home to do.

All helpers are encouraged to be familiar with school routines and practices.

## Clearance

All helpers who have regular contact with children will be asked to complete a form in order for them to be 'police cleared' and a 'List 99' check will be carried out. This is to ensure that nobody working in school has been convicted of child offences. Additionally, when volunteering for activities such as residential visits, swimming, PE (where the volunteer may be asked to supervise children dressing/undressing), a **full Criminal records Bureau Check (CRB) will be required.**

There may be occasions when the Headteacher has to turn down a request by an adult to be a volunteer helper in school. This may be for a variety of reasons which may or may not be appropriate to divulge to the volunteer. **In any event, the Headteacher's decision is final.**

## Parents' Room

Unfortunately we do not have a parents' room, but helpers are welcome to use the staff room during break times. Facilities are available to make a cup of tea or coffee. These refreshments are provided by the school. **Helpers are requested to respect the confidentiality rules of the school and to recognise that there may be times when they are asked to vacate the staff room when it is needed for a meeting.** Teachers are responsible for making sure any new helper is introduced to other adults in school and shown where to go.

## Confidentiality

**All helpers will be asked to sign the school's confidentiality document before beginning work in school.**

## Insurance

All helpers will be asked to sign the relevant school documentation for insurance cover prior to working in school. Helpers are advised to ensure that they have their own personal accident insurance in addition to any insurance which the school provides.

## Dress code

All helpers will be asked to abide by the school's dress code and conduct policy which is printed below:

*In establishing and maintaining high standards in all areas of the school's organisation, this policy has been written in consultation with the whole staff, teaching, domestic, ancillary, clerical, caretaker, and applies to anyone working in the school and in whatever capacity.*

*At all times, staff must be smartly dressed. It will send out to children, parents, visitors and the community as a whole, an important non-verbal message about our aims, values and ethos when we demonstrate that we respect our office and that we recognise the importance of presentation, not only of children's work but also of ourselves. Appearance is important, and general presentation should be neat, clean and tidy at all times*

**Headteacher** – it is imperative that the Headteacher sets a high example in the standard of dress and general presentation. The Headteacher is expected to wear a suit for work.

**Teaching, ancillary, clerical staff, volunteer helpers, governors, work experience trainees.**

**Ladies** – suit, dress, tailored trouser (not leggings) skirt, blouse, tailored jacket, cardigan. Jeans are not acceptable neither are oversized sloppy jumpers. Skirts must be no longer than calf length (health and safety) and no shorter than 2 inches above the knee (decency).

**Gentlemen** - suit, trousers, blazer, shirt, tie.

In the interest of hygiene, it is recommended that long hair is tied back – nits can be an occupational hazard.

All staff must change and dress appropriately for PE and games, which includes footwear. Outdoor activities such as field trips will involve staff wearing activity appropriate clothing.

Platform and extremely high-heeled shoes must not be worn at work (health and safety).

Body piercing is restricted to earrings only. Nose rings, lip-rings, eyebrow piercing etc. are not acceptable in school.

Any public occasion should be dressed up for rather than dressed down.

**Domestic staff** – mid-day supervisors are required to wear an apron provided by the school. Long hair must be tied back. In cold weather, trousers and a thick jumper are recommended, as is a waterproof coat. (When in the dining room or servery supervisors must wear a hat provided by the school). Fingernails must be kept short and, in keeping with Food Hygiene regulations, nail varnish must not be worn for work. Rings are restricted to wedding rings only when dealing with food and any other jewellery must be removed. Cuts must be covered with blue plasters, available from the Secretary's office.

**Caretaking Staff** – the caretaker is on duty early in the morning and late at nights and the heating is usually off. It is important that he/she dresses to keep warm. An overall, provided by the school must be worn. Protective clothing provided by the school for the safe handling of chemicals, rubbish etc, must be worn. All Health and safety regulations regarding protective clothing must be strictly adhered to.

- When dealing with body fluids (blood, vomit, excreta) as personnel in school are required to do on occasions, protective gloves **MUST** be worn; these are readily available in each classroom, all toilet areas and the Secretary's office.

**Work experience** – teenagers on work experience placement at the school must follow this policy and dress as for teaching staff or wear school uniform. As the first experience of the workplace, the importance of appropriate dress will be stressed to the candidate by the Headteacher and will be re-enforced by the member of staff responsible for the trainee.

*In the event of a dispute regarding a member of staff's appearance, the Head will act as arbitrator. Where there is a disagreement between the Head and a member of staff regarding the implementation of this policy, the Staffing Committee will arbitrate.*

## **Conduct**

Volunteers are expected to abide by the school's policy on staff conduct, a copy of which is printed below:

- *All staff must be aware that they are ambassadors of the school, and to this end, general behaviour should reflect the school's aims, values and ethos. The integrity of the school must be upheld at all times, and school business remains confidential and within school until directed otherwise by the Head.*
- *Breaches of confidence will be treated as a disciplinary matter, and the LEA disciplinary procedures will be followed.*
- *Teachers must ensure that they are aware of the document 'Schoolteacher's pay and Conditions' and they must be aware that they are legally bound by this document. A copy of the document is held by the Head and is available on request.*
- *Grievances must be made to the Head in the first instance, and should the need arise, the Governor's have a grievance procedure which will be used when all normal avenues of reconciliation have failed.*
- *All staff must be familiar with the school's policy on Security. From September 1996, all staff have been required to wear an identity badge. Staff must know what is expected of them when an unauthorised person is on the premises. The policy document in school clearly states our procedures.*
- *All staff must know our fire alarm procedures and act accordingly.*
- *Hot drinks must not be taken into the classrooms, the playground or the corridors between the hours of 8.15 am – 4.00 pm.*
- *The staff room is a confidential area and it is hoped that all adults working in the school understand that there are times when teachers have matters which are of a sensitive and confidential nature to discuss. For this reason there may be times when it is requested that the staff room is vacated so that professional discussions can take place.*
- *Drinks can be made in the staff room or in the room outside the Head's study where you can sit and take a break. Any notices relevant to non-teaching staff will be posted on the notice board in this room.*
- *Ancillary Assistants and Volunteer helpers must refer queries regarding a child's education and general welfare to the Class Teacher. On no account should an approach to a parent be made either directly or indirectly. This remains the responsibility of the Class Teacher and ultimately the Head.*
- *All of the above applies to work experience students and parent volunteers as well as to employed staff – breaches of the above code will lead to the student/volunteer being struck off our list.*

*In conclusion, ours is a happy school and we all wish to keep it that way. By adhering to the school's policies, we will not only uphold those principles which are embodied in*

*our Philosophy, but we will continue to improve general standards within the school environment.*

*For the purposes of this policy, unless stated otherwise, 'all staff' means Head, Teachers, Ancillary, Clerical, Caretaker, Volunteer, Domestic Staff, Governors and Work Experience Students.*

**This Policy was agreed by the full Governing Body at its meeting on December 2000.**

Updated and reviewed annually