



# Darlinghurst

## ACADEMY

### Policy and Guidelines for Parent Helpers and Volunteers

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# Darlinghurst Academy

## Policy and Guidelines for Parent Helpers and Volunteers

Parents are encouraged and invited to help in the school with a variety of activities under the supervision of the individual class teachers.

Parents play a valuable role in the classroom in extending the children's experiences and access to adult assistance. We value parent support in all areas and the benefits they provide.

### **Parent Helpers:**

- Enable the teacher to provide a wider range of activities;
- Enable the teacher to ensure that small groups have adult supervision;
- Work 1:1 with pupils providing quality learning experiences;
- Share their expertise to enrich activities and experiences with their own special skills and talents.
- Assist in the preparation of work tasks and the setting up of equipment;

### **Guidelines for Parent Helpers**

The classroom teacher is responsible for the education, control and behaviour management of the children. The parent is a helper, working under his / her direction. The classroom teacher is the professional and facilitates the learning. The Academy expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The Academy stresses the importance of being professional and insists that parents do not discuss classroom, events, and/or "children" outside the class or Academy.

Because teachers are entrusted with the development of whole classes of children, and have the long term good of each child at heart, we ask that parent helpers also provide for all the children the confidentiality, support and equal opportunities they would wish for their own child.

The teacher, as the caring professional and facilitator, will, at all times, provide the guidance needed by classroom helpers. If there is any part of the programme that helpers are not clear about, we ask that they discuss it with the teacher, and not outside the classroom.

### **Child Protection**

If at any time you have a concern about a child, particularly if you think that he/she may be suffering or at risk of suffering harm, please share this information promptly with the Designated Safeguarding Lead (DSL), Mrs Grant, Inclusion Leader, or in her absence Mrs Dutton, Assistant Principal, or Mrs Nicholls our Principal

The following is not an exhaustive list but you might become concerned as a result of

- Seeing a physical injury which you believe may be non-accidental
- Observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- Witnessing behaviour which gives rise to concern
- A pupil telling you that he/she has been subjected to some form of abuse.

Such incidents should be reported immediately and no contact should be made with the parents regarding your concerns, these will be addressed by the DSL. You are not expected to make a judgement about whether the child is telling the truth.

## **Health and Safety**

It is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the Office. Helpers must first sign in on the parent helper's book and collect a volunteer badge. At the end of the session it is necessary to return to the Office to sign out. At all times we need to know who is in the building. For your own protection and safety we ask that parents do not enter the classroom unless the class teacher is present.

In the event of a child suffering an accident/injury within the classroom the class teacher should be notified immediately who will make arrangements to ensure that the child is dealt with promptly and in the appropriate manner. Similarly if there is an injury/accident in the playground the child should be taken to the duty first aider in a caring and considerate manner. If a head injury occurs send another child for immediate assistance from the duty first aider or another adult

## **Confidential Information**

Occasionally you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk should be mentioned to the DSL, Deputy or Principal. But any conversation with parents outside is a breach of the school's confidence. It is very important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the Academy. Similarly you may find that parents who are friends will ask about the progress or behaviour of their children. Again, this is a matter requiring a great deal of tact on your part and it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

## **Supervising Children**

Whenever you are supervising children, the following points will be of help:

- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- Be friendly towards them.
- Do not raise your voice. If you speak normally to the children they will have to be quiet in order to hear what you are saying.
- Tell them exactly what to do in as much detail as possible.
- Don't be afraid to quietly and calmly correct a child that is misbehaving but avoid confrontation. Always refer to the nearest member of staff.
- Praise the children wherever possible.
- Do not let the children become 'silly' or over-familiar with you.
- Encourage them to be polite to one another.
- If you are concerned about a child for any reason, speak to the class teacher - Do not speak directly to the parents of the child; this is the teacher's job.
- Parent helpers should not be asked to supervise children in isolation or alone as this puts them in a vulnerable position.

## **Hearing Readers**

One of the tasks that you will probably be involved in is reading with the children. This is an important task and the exact approach will depend on the reading level of the child.

### **Beginning Readers**

- Children should be aware that they read from left to right turning the pages that way and reading the pages from top to bottom.
- Read the book together to start with.

- Discuss the pictures and the story.
- Read the book again pointing to each word as you read.

### Early Readers

Discuss the pictures and the story.

- Read the story together.
- Ask the child to find key words which are repeated several times in the book i.e. "the","up," "in," etc.
- The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together.

### Extending Reading

- As the children can read more words try to get them to work out new words by making a good logical guess. Maybe the picture will help.
- If the child has good knowledge of initial sounds, look at the first letter strings or small words within words, sound out the whole word e.g. ing in king
- Try to get the child to read to the end of the sentence and then go back to work out an unknown word.
- Even with competent readers you should discuss the stories and pictures. Also you can try to encourage the children to use expression or put on suitable voices.

### Discussion Questions

The following are examples of the types of questions to use when discussing a story.

- What was the story about?
- Who was the main character?
- What sort of a person was he?
- Was that a sensible thing to do?
- What should he have done?
- Which part did you like best?
- What would have happened if....?
- Try to relate some ideas to the children's own experiences, i.e. Can you....? Have you ever?

### **Supporting trips**

Without this valuable support many trips would not be able to go ahead. We ask that you ensure that the procedures outlined in the "Supervising Children" section of this document are adhered to. In addition to this you should always acquaint yourself with any emergency procedures that may be put in place by the class teacher for the duration of the trip. To protect yourself as well as the children, we would also ask that you ensure that all toilet breaks are supervised by a member of staff.

We hope that you enjoy your time as a Parent Helper at Darlington Academy. If there is anything we can do to assist you in this important role please don't hesitate to speak to the class teacher or a member of the Senior Leadership Team.

### **Notes to Assist Parent Helpers**

Welcome to Darlington Academy. We hope that the following notes will be of help to you and that you will enjoy your time with us.

**School Day:**     **8.40 to 12.00 in Reception and 1.00 to 3.30**  
                          **8.40 to 12.15 in KS1 and 1.15 to 3.30**  
                          **8.40 to 12.30 in KS2 and 1.30 to 3.30**

All teachers are in the class bases from 8.30 a.m. Children can come into school from 8.40 a.m. When moving around the building, the rule is to keep to the left in single file.

**On arrival** - please ensure that you sign in and out via the Parent Helper's Register which is located on the front desk of the Office. Identity badges must be worn at all times whilst you are on the premises and returned when you sign out. Please ensure that you read the information on the back of the badge. In class you should familiarise yourself with any children in the class who have a care plan and this information should be obtained from the class teacher

**Child Protection (C.P.)** - It is important you are aware of C.P. If a child reveals anything you think may be a C.P. issue, please pass on the information immediately to the class teacher in the first instance. If you have any indication there is something wrong, do not discuss the issue with anyone else other than the class teacher or C.P. staff who are Mrs Grant, Inclusion Leader, Mrs Dutton, Assistant Principal or our Principal, Mrs Nicholls. Do not ask the child any questions, just listen and report. Please use your initiative if a child is upset and ensure that you give eye contact and reassure them. If you have any concerns, please speak to the class teacher immediately.

**Confidentiality** - you will see and hear lots of things that occur on the premises, please do not mention any incident or child's name outside of the Academy. Also, teachers need to let off steam every now and then! All staff are bound by a confidentiality policy.

**Dress Code** - Please do not wear any low tops and high heeled shoes and jewellery that could be a risk to health & safety should be worn with caution or not at all.

**Health & Safety** - Your health and safety is important to us. Whilst you are within the Academy, if you see anything that may be potentially dangerous, please report it to the office. The office also holds Health & Safety documentation.



**Parent Helpers/Volunteers**

**Code of Conduct**

Name (please print) .....

I have read and understood the Policy and Guidelines for Parent Helpers and Volunteers at Darlinghurst Academy.

I agree to maintain confidentiality at all times and to abide by the guidelines as stated by the Academy.

Signed .....

Date .....

Please complete this form and return it to the office as soon as possible.

Thank you for the support you are giving to the teachers, it is greatly appreciated.

