



A Guide for Helpers in our School

September 2018

We welcome parents, carers and other members of the community who wish to come and help in school. This can involve many different things including

- Helping in the classroom
- Working with groups of children
- Photocopying
- Filing
- Sticking things in books
- Displays
- Pencil Sharpening
- Helping in the library
- Helping with practical tasks such as cooking, design technology and art
- Supporting children with reading
- Helping on a school visit
- Helping with a club or activity

There are many things you should know and be aware of if you are a regular helper in school and this booklet is designed to provide you with that information. However, we are a friendly and approachable team so please ask us if you are not sure.

Key People you should know

School Leadership Team

Angela Boxall – Headteacher

Caroline McKeating - Deputy Headteacher/SENCO

Sally Pawley – Assistant Headteacher/Leader of KS2

Office Staff

Loren Bradley – Office Manager

Karen Harding – Finance Manager

Contact

School telephone: 01487 822317

School email: office@warboys.cambs.sch.uk

Before you Start

If you want to help out in school then contact the relevant member of staff, usually your class teacher. Members of the community should contact the school office.

Anyone who wants to work with children on a regular basis will need to complete a DBS (Disclosure and barring service) application. This can now be done online which speeds up the process. This check simply looks to see if anyone has any convictions and alerts the Headteacher. You will be required to show some identification so your details can be checked on the national database.

Getting Started

You will discuss and arrange with a member of staff when you will start and what you will be doing. All visitors must sign in and out of the visitor's book at the office and must wear a badge or sticker provided by the school office. As a general rule we refer to staff and helpers by their surnames around children.

Confidentiality

One key aspect of school is that all staff, helpers and visitors follow our confidentiality rule. You may see or hear information about pupils. You may witness the behaviour of a pupil or see when a child has had a fall or is upset. However you should never under any circumstances approach another parent to pass on information or contact them to share what you have seen or heard. It is the school's responsibility to do that role. If you are the only person to witness an incident then please speak to a member of staff and pass on your observations. If you are concerned about what you have seen or feel that something has not been dealt with then speak to a member of the School Leadership Team (Page 1).

Behaviour

Our school rules are the same throughout the school and the school day, including lunch time. They are shared with pupils at the start of every term and reinforced at intervals through work in class and assemblies. The rules are displayed throughout the school and in classrooms. The rules are:

- **RESPECT**
- **RESPECT yourself**
- **RESPECT others**
- **RESPECT property**

When pupils follow the school rules they are rewarded with a class treat (when 10 points are earned). To ensure that children can feel good about themselves and the school, we will give a range of rewards for good behaviour.

- Verbal praise, as much as we can
- Stickers and stamps
- Star of the Week
- House Points and related awards
- Notes home to parents
- Headteacher's awards
- Participation in a class reward chosen by the class

We hold an assembly every Friday to celebrate the good work and behaviour of pupils giving out different awards and praise.

When pupils do not follow the school rules we have a '5 Steps' approach in order to provide consistency across the school. Any member of staff can sanction a pupil for not showing respect. To allow pupils to correct their choice of behaviour, in most cases the first step is a verbal reminder with no consequence. However, if pupils continue to choose inappropriate behaviour then the next step is applied. Consequences of poor behaviour choices range from a verbal reminder to 20 minutes white room detention and in very rare circumstances an internal exclusion or a fixed term exclusion from school may be applied if the incident warrants this.

Anti-Bullying Policy

We have adopted Cambridgeshire's definition of bullying which is defined as a persistent, deliberate attempt to hurt or humiliate someone. Our behaviour and discipline policy also includes the school procedures for tackling bullying. A key issue in relation to bullying is informing a member of staff that it is happening. Not all incidents are reported as 'bullying' are substantiated but we treat them all seriously. If you know or suspect your child is being bullied, please inform the school immediately. There is a staged response that is adhered to within school.

Child Protection

As a school we must:

- Provide a safe environment for children and young people in our care;
- Be able to identify those who are suffering, or likely to suffer, abuse or neglect;
- Take appropriate action to make sure those children and young people are safe;
- Refer concerns and play our part in multi-agency work to protect them.

As a helper in school we ask that you share any concerns with the appropriate member of staff (see below).

A concern could be

- An unusual comment directly or indirectly
- A change in behaviour
- The use of sexual and inappropriate language or behaviour
- Unusual marks or bruises

Staff are required to record any nagging doubts or concerns and these are kept by the Designated Person for Child Protection. In our school that is Mrs Stearne and Headteacher, Mrs Boxall.

When children need to share something they will often do so to someone they know and trust. This could be a parent helper. So for regular helpers we will offer a brief training session on Child Protection so you know what to do if you find yourself having concerns or doubts about a child.

Key information

If you have a concern, speak to your class teacher or the designated personnel below.

The lead designated person is **Angela Boxall (Headteacher)**

Other designated staff are **Ros Stearne**

Logging concern forms are kept in the staffroom (blue drawers) or from one of the named people above.

The child protection policy and procedures are kept in the staffroom, on the school server and on the school's website www.warboys.cambs.sch.uk

The whistle-blowing policy is kept in the staffroom, on the school server and on the school's website

The designated governor for Child Protection is **Nigel Graham**

Thank You!

Thank You for helping in our school. It does make a difference and we appreciate your time and efforts in helping us to provide the best we can for our children.

We hope you found this booklet useful. If you have any further suggestions please let us know

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