



Visiting school & Parent helpers

Parents' Guide

We welcome the support and help that parents can give when visiting school, whether it is reading with a group of children, accompanying an educational visit or providing other types of expertise.

When children leave the care and safety of their parent's home and come into school, the legal responsibility for their well-being, safety and education passes to the staff of the school – teachers, teaching assistants, MDSAs, caretakers, cleaners, cooks, office staff and helpers. As a team it is essential that:-

- All staff and visitors are consistent in the way that they work with children;
- All the children are aware what is expected of them and understand the consequences when rules are broken.

The role of the parent helper

- To work with groups of children under the direction of the class teacher e.g. on a computer, art work, literacy, numeracy, reading, etc.
- To prepare materials and resources to be used by the children;
- To accompany and be responsible for a group of children on an outing;
- Any racist incidents must be reported to teaching staff
- All events/incidents/conversations at school must remain confidential e.g. if you see children having difficulties with either their behaviour or their work, it is the responsibility of the teacher to discuss the matter with the parents not the parent helper.

Working with children

- Keep your voice calm and speak slowly;
- Insist on one child talking to you at a time;
- Make eye contact
- Changing the pitch of your voice can help to get and keep a child's attention;
- Sometimes ignore low level poor behaviour;
- If a child misbehaves and you are not able to deal with the situation, send the child back to the class teacher;
- Give respect and expect respect back;
- If you are not clear about the task you have been given, ask the class teacher;

All adults working at Glade Primary School must have completed a satisfactory CRB check. Parent volunteers, working more than once a month must have completed a satisfactory CRB check.

Reading with children

- Point to the text or encourage the child to point to the text
- Encourage the reading of unknown words. Give the initial sound e.g. 'd' as in dog, if necessary, and encourage the child to 'sound out' the word
- Encourage sensible guesses and praise the child for making a reasonable attempt
- Point out patterns in words e.g. look, book, cook etc.
- Encourage awareness of punctuation i.e full stops, commas, etc.
- Discuss the story, pictures, feelings of characters, etc.
- Attempt to make the whole experience enjoyable for you and for the child.

Safeguarding

Glade Primary School is committed to safeguarding children and to the health, safety and well-being of everyone on our school site. We expect all staff, visitors and volunteers to share this commitment.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Senior Designated Professional or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small, than miss a worrying situation.

If you think that the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professional detailed below and provide them with a written record of your concern. A copy of the form to complete can be obtained from the staffroom. Please ensure you complete all sections in blue or black ink, and not in pencil. If you are unable to locate a form, ask a member of staff to help you.

Any disclosure or allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Senior Designated Professional or to the Headteacher. If an allegation or disclosure is made about the Headteacher, you should inform the Chair of Governors.

The people you should talk to in school are:

Designated Safeguarding Lead

Mr A Smith, Headteacher

Alternate DSLs

Mrs C Vincent, Deputy Headteacher

Mrs E Close, Assistant Headteacher

The named safeguarding Governor is Mrs Jenny Cox and the Chair of Governors is Mrs Pamela Pickard, who can be contacted through the school office.

All staff, volunteers and visitors must wear an ID badge whilst on school premises. Please do not be offended if asked for identification.

Thank you for volunteering to help at Glade Primary School