

Parent/Adult Helper Policy (Including members of the PTFA)

St John Fisher Catholic Voluntary Academy



Mission Statement

'For I know the plans I have for you; plans to give you hope and a future.' Jeremiah 29:11

St John Fisher Catholic Voluntary Academy School aims to develop in all the children in its care an understanding of their value as unique individuals made in God's own image and to realise the full potential of their God given talents so that they can know, love and serve him through serving others.

To this end the Directors, in partnership with the Staff seek to ensure that:-

Our Catholic ethos is central to everything we do and every decision we make.

Religious education, based on the teachings of the Gospel and informed by the teachings of the Catholic Church, permeates every aspect of school life.

In keeping with our British values, respect and care is shown to for all members of the school community, without favour or prejudice, regardless of age, disability, pregnancy, religious beliefs, gender reassignment, gender, sexuality, civil partnership or race.

THANK YOU

The first thing to say is how much we value and appreciate the support of our parents at St John Fisher in whatever capacity, from supporting your children with their work and reinforcing our behaviour policy to helping PTFA with fundraising or assisting with the children's learning.

This policy has been written to help provide all our parents, especially current and prospective parent helpers with clear expectations and information on school procedures in order to keep children safe and ensure the privacy of all families and their children is respected.

SAFEGUARDING

All adults involved with children in any way have a responsibility to safeguard and promote the welfare of children. There are, however, key people within school who specific responsibilities.

Senior Designated Person: Mrs Ellis Field

Deputy Designated Person: Mr Jonathan Grattidge, Miss Catherine Endsor, Mrs Paula Harlow, Mrs Gilhooly

The Designated Leads are supported in their role by our full time Learning Mentor Mrs Pam Wilcox. If working under the direction of a classteacher, the classteacher would normally be the first point of contact for parent volunteer wishing to raise concerns. If not or it is felt not appropriate to raise it with the classteacher the concern should be raised with Mrs Wilcox has a high level of training and experience and liaises closely with the Leadership Team re safeguarding issues.

All staff in school have a responsibility to report any concerns they have or any disclosures that are made to them to Mrs Pam Wilcox, who will discuss it with the Designated lead. The exception to this is if their concern is about a member of staff, in which case, they should refer this to directly to the Senior Designated Person. If the concern is regarding the Head teacher then the person should report their concern to it should be reported to the Deputy Designated Lead who will report it to the Chair of Directors.

All parents/adults who help in school

- are provided with a copy of this "Parent/Adult in School Policy"
- are asked to sign a copy of the "The Code of Conduct for all Adults" attached in appendix 1.

All parents/adults who volunteer on a regular basis or work in the school will be required to complete a full check by the Disclosure and Barring Service (formerly CRB).

SAFEGUARDING is EVERYONE'S RESPONSIBILITY

All adults or parents, regardless of whether or not they help in school should support Safeguarding our children by:

- Remembering to act as role models of the School's Mission Statement at all times. Showing respect for one another at all times and going through the correct procedures if they have a concern or are unhappy with anything concerning the school staff, other children or parents.
- Using the front entrance if they wish to go into a classroom and checking with the office staff if it is alright for them to do so. Parents/adults should never go to a classroom unannounced.
- Never approach someone else's child to tell them off; this protects both you and the child.
- It is unwise to approach another parent about their child's behaviour. You may not know the background to the parent and will not know what the consequences for that child will be. If you have a concern about another child, ask the school to check out the facts and address it.
- Never talk about parents or their children to others. Apart from it being hurtful to those it concerns, it can make vulnerable families even more vulnerable and more likely to act in a way that is detrimental to their child/children.
- If you have a genuine concern about the welfare of a child always report it to the school, or if you feel unable to for any reason ring the NSPCC on **0808 800 5000**
- Never report a concern simply to 'get at' another parent or former partner. Apart from causing unnecessary distress, doing so increases the chances of genuine cases going undetected.
- Never take photos of the other children unless given specific permission by the school to take photos of your own child e.g. Nativity and never post photos of other people's children onto social media.
- If your child has a mobile phone check it at least weekly.
- Check the social media sites your child accesses – make sure you know what internet sites they are using.
- Do not use social media to discuss other children or their families.

PARENT/ADULT HELPERS

We encourage parents/adults in the school community to help in a way their time and skills permit. The following guidelines are not intended to put people off volunteering but to ensure parents/adults understand what is expected of them and what they can expect from the school so that all our children are kept safe at school.

HEALTH & SAFETY

Helpers are subject to the school's Health & Safety regulations. First Aid must only be carried out by a qualified member of staff. In school there are very firm guidelines about what can be given to or done for

children and who is entitled to do it.

SECURITY

For security reasons, please use the front door and sign yourself 'In' (and later, when you leave) 'Out' in the signing in book in the foyer. This enables us to know who is on the premises in case of fire or other emergency. We will issue you with a Parent Helper badge. Please wear it where it can be seen, as it shows that you are authorised to be in the building.

FIRE PROCEDURES

The fire alarm is a continuously ringing bell. When it sounds, the teacher will lead the children from the room in silence through the designated exit. If you are working with a small group in another part of the school, make sure that all the children are there, and then calmly take them out by the nearest fire exit and into the playground. Do not let them go back to their classroom for personal belongings. Take the children to join the rest of their class and tell the teacher that you are there. If you are not working with children take yourself out of the nearest fire exit and onto the back playground. Unless the child is alone or is clearly in danger and unsure of what to do, do not intervene with the lines of children going out; our children are well trained to respond to the fire alarm.

CONFIDENTIALITY

Adult helpers are welcome to make a drink while they are on the premises but we ask them not to use the staffroom whilst the staff are in there as it is often necessary for them to exchange information of a confidential nature. Any parent wanting a drink but unable to access the tea and coffee facilities should please ask a member of staff who will either direct them to other facilities or arrange to have a drink brought to them. In the course of helping parent may become privy to confidential information: confidentiality must be maintained at all times, including in respect of children's attainment, attitudes and behaviour or information about their family. Any matter of concern should be reported immediately to the Class teacher, if it is the classteacher who has directed the task, or if not working under the direction of the classteacher or it is not deemed appropriate, to Mrs Wilcox, or in her absence, to a member of the Senior Leadership Team (Mrs Field, Mr Grattidge, Mrs Harlow, Miss Endsor)

SUPERVISION

Adults helping in school with the children are always under the supervision of the class teacher or senior member of staff who will explain the task, what is required of the children and the helper's role in that setting.

WORKING IN CLASS WITH OWN CHILD

Parent helpers will not usually be asked to help in the same classroom as their own child. If at any time they are helping in the same class as their own child, for example on a school visit, they should treat their child as they would treat the rest of the class. The classteacher will not normally allocate them to a group with their own child.

STAFF RESPONSIBILITIES

In keeping with our Catholic ethos, we welcome involvement in school life by parents and other interested members of the community. In-keeping with our Safeguarding Procedures, however, staff are required to ensure that there is clarity as regards the roles and responsibilities of all involved. They must adhere to the following guidelines

- Before approaching a potential helper or accepting an offer of help, the teacher/member of staff needs to check with the SBM that the parent has had the necessary checks and there are no reasons why the help might not be deemed appropriate
- Prior to a helper starting volunteering the classteacher/member of staff will invite them to an introductory meeting and give them a copy of our guidelines to read in readiness for the meeting.

At the introductory meeting there will always be at least two members of staff. The meeting will be used to:

- Answer any queries pertaining to the guidelines
- Clarify the role and its limits
- Invite the helper to sign the 'Code of Conduct for all Adults'.

- A helper may be assigned a task with or without children within the school. If with children, the teacher will ensure that the group is of a manageable size. The teacher will ensure that the assigned task is appropriate for the helper to carry out:
- That the helper has the appropriate skills and has been given guidance on carrying out the task.
- Support of group work should generally be after children have received teaching input from the teacher.
- The teacher will explain any given task, being clear as to what is expected of the helper e.g. supervising a craft activity, tidying up at the end of the activity etc.
- Children will be expected to behave with courtesy and politeness and the teacher retains responsibility for discipline. The teacher will explain to the helper what the expectations of children's behaviour is, including the Mission Statement. If a child does not behave in the expected manner even after a polite request to do so, the parent should refer them to the classteacher. Parent/Adult helpers must not undertake to discipline the child themselves.
- Staff will never be left in the classroom on your own with a large group of children.

PTFA: The PTFA provide a valued service both in terms of fundraising and promoting good community relationships. All of the above applies to the PTFA. The PTFA are also required to adhere to the statutory regulations relevant to their charitable status, particularly in terms of financial integrity. The school will discuss possible projects for the PTFA and will welcome their suggestions but reserves the right to make the final decision as to what the funds are spent on.

Use of Social Networks: Except for advertising PTFA events, parents should not use the Social Media to report what they have seen or heard at school in their capacity as a Parent Helper. Any parent found to be using Social Networking to demean the school in any way will be asked to step down as a Parent Helper.

Employment: Whilst we value the time our parent helpers spend supporting our school, Parent Helpers need to understand it is a purely voluntary position: no matter how often, or for how long a period, Parent help will not result in that parent moving into a paid position. Any vacancy arising would be advertised and an appointment made purely on merit and suitability for the post. Any parent, who thinks they may be suitable for a vacancy if it arises, may apply if they feel they have the suitable skills and qualifications but their position as Parent Helper would not give them preferential status; their application would be reviewed in exactly the same way as all other applications.

APPENDIX 1:

All parent helpers are required to sign our 'Adult Code of Conduct'.

In signing the 'Adult Code of Conduct' our valued Parent Helpers have agreed to the following.

- If helping on a regular basis or the school deems it necessary for the role I am undertaking, I agree to a DBS check
- I will read and abide by the most recent guidance set out in 'Keeping Children Safe in Education' part one and will sign to confirm that I have done so.
- I understand that I am a role model for the children and other adults. I will always conduct myself in a manner that is in-keeping with the school's Mission Statement.
- I will not initiate physical contact with children. I will let them take the lead but discourage over-familiarity.
- I will not lift, carry or move a child in any way.
- If a child asks to go to the toilet, I will refer them to the class teacher
- If helping to supervise changing for PE or swimming, I will encourage the child to do as much as possible for themselves. I will not physically help unless another adult is in the room.
- I will not remove or insert earrings.
- I will not take photos unless directed by a teacher to do so. If I am asked to take photos I will use a school I-pad or camera, never my phone.
- I will not use my mobile phone when working with children.
- I will never relay anything I have seen or heard in my capacity as a Parent Helper to other parents but will retain the utmost discretion in all respects.
- If a child does or tells me something that causes me concern I will tell the class teacher, Mrs Wilcox or, in their absence, a Senior Leader straight away.
- If I have a concern about the Headteacher behaving in an inappropriate manner, I will tell a Senior Leader straight way who will report it to the Chair of Governors.
- I will never use Social Media to demean the school in any way.

The welfare of the children and respect for the children and their families is paramount so in the unlikely event that the 'Adult Code of Conduct' is not followed or that other concerns are raised and substantiated, the school reserves the right to require the parent/adult to step down as a 'Parent/Adult Helper'.

Signed _____ Date _____

N Weightman - Chair