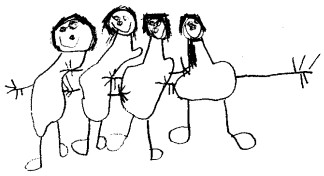
Yatton V C Infant School
Parent Helper Guidelines

Thank you for volunteering to help our children in school. We feel that the involvement of parents in children's education is vital and we encourage active participation in many ways.

Some parents come to school to help with a variety of tasks such as ICT, cooking, and especially reading, and usually work with small groups in specific classes. Other parents help when the children are taken on visits outside school.

The aim of this booklet is to give you all the information you need to make your time both worthwhile and enjoyable. Thank you for your support.

Aims and Values



At Yatton Infant School we want children to be happy and confident and to develop an enduring love of learning.

Our school aims and values are to:

- Provide a rich and balanced curriculum, encouraging creativity and promoting high standards, so that children can learn successfully
- Value individuality, promote respect for other cultures and beliefs and provide equal opportunities for all
- Encourage children to respect and value themselves and others
- Acknowledge the solid learning foundations from children's early years. Helping them to move on with growing independence and confidence
- Develop a positive partnership with families and the wider community
- Encourage children to take responsibility for themselves and others and for their learning and their environment
- Create an environment, which is welcoming, secure, supportive and fun and where all achievements are valued

Parent helpers have a valuable role in helping us to fulfil these aims and values.

Disclosure

There is now a requirement for schools to carry out a Criminal Records Bureau (CRB) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken.

In order for you to work in school as a volunteer, you will need to complete a CRB form (available from the school office). Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

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Parent Helper Guidelines

- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum / dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.
- Please don't have favourites - as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- If a child does or tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.

Volunteers working in classrooms should do on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

Housekeeping

- **Tea/coffee arrangements**

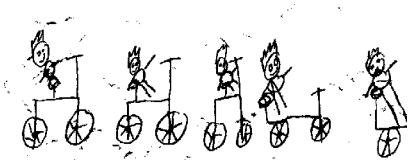
There are tea and coffee making facilities and a couple of comfortable chairs for parents in the food technology room.

- **Photocopier/risograph**

  The photocopier and risograph are currently in the Staff Room which you may be asked to use. You should always use the risograph when needing to do more than 20 copies of a document, as this is much more cost effective. There are instruction books under the machines, but please ask if you are unsure on how to use them!

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.



- Parents may not always have their own child in their group.
- The teacher will give parent helps a list of children for whom they are responsible.

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- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.

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