



Guidelines for Voluntary Helpers in School

The teaching staff are extremely grateful for the valuable assistance given by the large number of volunteer helpers and hope this will continue.

In order to be clear about the contribution made by voluntary helpers, the following guidelines should be followed:-

- Helpers work under the direction of the class teacher. The teacher should be consulted before making any decisions on procedures e.g. writing in pupils' books.
- Helpers must bear in mind that they are in a privileged position and are asked not to discuss individual children and/or their work, outside the school. Confidentiality is essential in maintaining parental trust and co-operation in our school.
- All adults deserve to be treated with respect by the children. Any incidence of apparent rudeness or misbehaviour must be reported to the class teacher.
- Class teachers plan work in advance with helpers in mind. Please contact the school if you are unable to come at the agreed time.
- Any accident to a child should be reported to the class teacher- if a serious injury occurs, it must be entered in the accident book, which is kept in the Medical room. A member of staff must be consulted.
- All helpers should familiarise themselves with Fire Drill procedures.
- All helpers are most welcome to have their break in the busy room, opposite the ICT suite, Tea Coffee and biscuits always available.

Finally, it is the wish of all the staff that helpers are happy and involved. Please do not hesitate to approach the Head with any problem or concern.
