



# GREEN LANE PRIMARY ACADEMY



## PROTOCOL FOR ADULT HELPERS

At Green Lane Primary Academy we welcome parents and other adults who come into school to help in our work with children. We are fortunate that many adults make a regular contribution to our work and that many others help with specific events. This protocol aims to give guidance and set “ground rules” for those coming into school.

### **Role**

Adult helpers working in classrooms or helping on school visits /events will be working under the direction of a teacher or teaching assistant who will explain what help and support is needed and will give clear, explicit directions for how this work is to be carried out. Adults helping in other capacities e.g. members of the PTA will normally have agreed the programme of work at a PTA Committee meeting or with a member of the leadership team.

### **Own Child**

Many adult helpers naturally ask if they can help in their own child’s class. There is normally no problem with this but we ask parents to be aware that some children may take advantage of the situation and to remember that adult helpers in the class are there to assist the teacher generally, and not specifically for their own child.

### **Discipline**

This is the responsibility of the teacher or teaching assistant and will conform to the Academy’s Positive Behaviour Plan and agreed procedures for dealing with behaviour problems.

If an adult helper has concerns over a pupil’s behaviour, these should be reported immediately to the class teacher who will take the appropriate action.

### **Confidentiality**

Adult helpers are in a unique position to see strengths and weaknesses in children’s academic work, to know details about children’s behaviour and attitude, and to see and hear details of what goes on in the classroom and around school. It is most important that information gathered is kept confidential or the relationship between school and adult helper will break down.

Additionally, if an adult helper has any concerns about a child’s abilities/functioning, etc., these should be referred to the class teacher who will take the appropriate professional action. Adult helpers should never speak personally to other parents about behaviour or achievement. Such discussions must be left to the professionals involved with children as parents could be very upset to hear about such matters from people helping in school.

### **Child Protection**

A prime concern of the school is the safety of the children and we must do all we can to protect children. We also have a duty to protect staff and adult helpers from any false allegations.

When help in school commences the Year Group Team Leader will discuss safeguarding and security procedures to ensure all adult helpers are familiar with school protocols. It is imperative that all adults in school follow these procedures at all times.

In the interests of the safety and protection of all concerned, adults should work with children in open areas, where there are other adults present.

Adult helpers are subject to our Security and Child Protection Procedures. All adult helpers who work in school on a regular basis will be asked to complete a DBS Check before they can start working in school.

If children are upset and needing comfort, they must be referred to the class teacher/teaching assistant.

Whenever helpers are in school, and before starting work with children, they should sign in using the Entry Sign system and wear a printed badge.

N.B. In relation to adult helpers on school visits staff organising the visit will undertake a risk assessment as part of the wider risk assessment procedures for educational visits. (See Educational Visits Policy)

All adult helpers on such visits will be briefed on appropriate conduct and given a copy of our Protocol for Helpers on School Visits.

**Concerns/Queries**

As mentioned above if adult helpers have concerns or queries, for instance; about the help they are providing, about particular children, or about any health and safety issues, these should normally be addressed to the class teacher who should be able to resolve any problems.

If a resolution has not been found, concerns should be addressed to a member of the Leadership Team as follows:

- Co-Head Teachers - Mrs J Lucas / Mrs J Walsh
- Deputy Head Teachers - Mrs E McLean / Mrs J Thackstone
- Assistant Head Teacher - Mrs C French / Mr J Hall
- Senior School Administrator - Mrs L Airey

**Complaints**

If, however, an adult helper wishes to complain about any issue which has arisen or been noticed whilst they have been helping in school these should be addressed directly to a member of the Leadership Team as follows:

- Co-Head Teachers - Mrs J Lucas / Mrs J Walsh
- Deputy Head Teachers - Mrs E McLean / Mrs J Thackstone
- Assistant Head Teachers - Mrs C French / Mr J Hall
- Senior School Administrator - Mrs L Airey

Thank you very much indeed for expressing a wish to help in school. We very much appreciate and value the support you wish to give. Therefore we ask, in the best interests of helpers, children and school, that before beginning your work in school you sign below to show that you have read, and agree to abide by, this protocol. Thank you.

**Janet Lucas / Jackie Walsh**

Co-Head Teachers

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**Protocol for Adult Helpers at Green Lane Primary Academy**

Name: .....

I have read and understand the protocol and agree to abide by it.

Signed: ..... Date: .....