

HEALTH & SAFETY POLICY



Introduction

At Bridgewater our policies are regularly reviewed. This reflects current practice within school and all related government guidance and statutory requirements.

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Bridgewater School.

Health and Safety is primarily the responsibility of the Governors of the School, in consultation with the Headteacher. The Health and Safety representatives are the Facilities Manager and the Business Manager.

All share the oversight and responsibility for the prevention of dangerous practices, faulty equipment, which includes the fabric of the building, furniture and fences, gates and playground surfaces etc.

While undertaking their day to day work in the school, all staff should take careful note of anything which may cause injury to anyone.

The system for reporting any faulty and dangerous equipment is that the fault should be promptly reported to the Facilities Manager, Headteacher or the Business Manager, so that repairs can be undertaken as quickly as possible.

Any equipment awaiting repair should be put out of use and clearly labeled.

Purpose of the Policy

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

Our aims for Health and Safety are to:

- 1 Provide a safe and healthy environment for children, teaching and non-teaching staff and for all other persons who come on to the school premises.
- 2 Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- 1 being fully aware of their own responsibilities for maintaining a safe and healthy environment
- 2 being familiar with all instructions and guidance on safety within the school
- 3 using common sense at all times to take reasonable care for their own safety and that of others
- 4 reporting any hazards without delay.

The Senior Leadership Team (governors, Headteacher and senior staff) work towards the school aims by:

- 1 recognising their corporate responsibility for ensuring that the Health and Safety Policy Rules are implemented in the school
- 2 ensuring that safe working practices and procedures are applied within the school
- 3 making regular inspections to ensure that a safe and healthy environment is maintained (the Premises Sub-committee of the Governors also regularly inspects the school for any problems)
- 4 establish a system for the reporting, recording and investigation of accidents and ensuring that this is rigorously applied
- 5 ensuring that all members of the school community are aware of their own responsibilities
- 6 taking responsibility for devising and implementing a school Health and Safety Policy
- 7 monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- 8 ensuring that all staff are familiar with the Health and Safety Policy of the school and any other relevant codes of practice – Working Together to Safeguard Children; Keeping Children Safe in Education; Local Authority Code of Conduct for Staff; and Bridgewater's Dress Code
- 9 facilitating safety training for staff as necessary, including risk assessment training.
- 10 taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- 11 ensuring that there are arrangements for the speedy evacuation of the building in case of fire or other emergency and that fire fighting equipment is available and annually inspected
- 12 checking that there is an annual inspection of all electrical appliances within the school and that all PE apparatus is also annually inspected.

The Headteacher works towards the school's aims by:

- 1 taking responsibility for the day to day operation of the Health and Safety Policy
- 2 close liaison with any trade union appointed representative and with the school nurse and doctor.

Teachers work towards the school's aims by:

- 1 promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibility in taking reasonable care for their own safety and that of others
- 2 being good role models by being vigilant and careful
- 3 taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- 4 providing opportunities for children to discuss appropriate health and safety issues.

Pupils work towards the school's aims by:

- 1 developing a growing understanding of health and safety issues
- 2 contributing to the codes of practice through class discussion
- 3 taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aims by:

- 1 ensuring that children attend school in good health
- 2 providing prompt notes/telephone calls to explain absences
- 3 providing support for the care and behaviour code within the school
- 4 ensuring early contact with the school to discuss matters concerning the health and safety of their child or of others
- 5 allowing children to take increasing personal and social responsibility as they progress throughout the school
- 6 accepting responsibility for the conduct of their children at all times
- 7 ensuring that the school has up to date contact addresses and telephone numbers so that they may be swiftly contacted in emergencies.

Procedures

For ensuring involvement of all members of the school community involve:

- 1 regular review of health and safety issues through Staff Meetings, open to all members of staff, Governor Sub-Committee Premises Meetings and School Council Meetings
- 2 training for midday supervisors
- 3 governor training
- 4 open debate about health and safety issues at full governor' meetings.

For providing children with opportunities to discuss health and safety issues:

- 1 Personal and Social Education discussions designed to promote mutual respect, self-discipline and social responsibility (see PSHCE Policy)
- 2 the compilation of a set of rules to begin the school year by each class at the beginning of the autumn Term
- 3 assemblies when a variety of issues pertaining to health and safety are discussed
- 4 general rules which are contributed to by teachers and children through their School Council members.

For Accident, Prevention, Reporting and Investigation include:

- 1 vigilance by all staff and children to spot potential causes of accidents and take action to prevent these whenever possible
- 2 promptness in reporting any potential hazard using the appropriate form
- 3 immediate response to such reports involving investigation and rectification of the hazard
- 4 reporting all accidents to the Headteacher by completing the correct Accident Form
- 5 keeping a note of all accidents, the administration of medicines and inhalers in specific school books/forms
- 6 notifying parents as soon as possible in the case of accidents to children
- 7 prompt investigation of all accidents by the Headteacher in order to establish the cause and adopt remedial measures.
- 8 Annually update the risk assessments for the areas of responsibility in school.

For First Aid Provision include:

- 1 the use of hygienic first aid practices by all staff. This means that disposable gloves must be worn at all times when dealing with first aid; any bodily fluids and changing children who have vomited or soiled/wet themselves
- 2 the presence of trained first aiders in the school at all times
- 3 the provision of a fully stocked first aid box in the School Office and Nursery, which is regularly checked the Auxiliary Assistant who is responsible for ordering supplies

- 4 summoning of an ambulance where necessary by the Administrative Officer or any responsible member of staff. If the school is unable to contact a parent or nominated contact, a member of the school staff must accompany the child to hospital and wait there until the arrival of a parent.

Fire Precautions (see Emergency plan) include:

- 1 a set of regulations, regularly reviewed, for emergency evacuations. These are posted throughout the school
- 2 a termly fire practice which is monitored and timed in accordance with fire service guidelines
- 3 regular checks of fire equipment by the Facilities Manager
- 4 annual checks of all fire fighting equipment by the LEA recommended contractor.

For the use and Control of Substances Hazardous to Health (see Risk assessment) include:

- 1 storage of any such substances, clearly labeled, in locked cupboards, which are not accessible to children
- 2 the wearing of appropriate protective clothing when such substances are used e.g., rubber gloves and the following of COSHH regulations when using such substances

For Electrical Safety include:

- 1 careful positioning of equipment to avoid trailing leads or other hazards
- 2 the positioning of electrical equipment away from sinks or water
- 3 annual checks of electrical appliances by an LEA recommended contractor
- 4 talking to children about the safe use of anything electrical. Cookers for food technology must be carefully supervised at all times and never handled by children
- 5 children may not bring any mains powered electrical equipment from home for use in school.

For coping with Special Medical Conditions (see Medicines policy) include:

- 1 the use of all hygienic first aid practices by all staff
- 2 regular liaison with the school doctor/nurse
- 3 informing all staff about any special medical conditions of all children in the school. Also explaining how to respond to these children in an emergency
- 4 a statement in the School Prospectus concerning the bringing of medicines to school.

For Infection Control

1. Promote good hygiene at all times
2. Take advice from Scholl Health

3. If there is an infection break out current Health Protection Agency guidelines will be followed.

For ensuring Road and Metro Safety include:

- 1 regular visits from Road Safety Officers and the Rail/Metro Safety Officer. In addition, all Year 4/5 pupils have the chance to carry out Cycling Proficiency Training in the Summer Term.

For ensuring personal Hygiene include:

- 1 encouragement of high standards of personal hygiene for staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this e.g., paper towels and soap
- 2 the provision of sanitary disposal equipment in the Ladies Toilets, which is regularly serviced by an external contractor.

For ensuring Food and Drink Hygiene include:

- 1 regular inspections of drinking fountains
- 2 children may not bring glass bottles or cans to school as they pose a danger to themselves and others. All drink must be in containers that are unbreakable and sealable or otherwise can be discarded after use
- 3 a rigidly enforced code of practice for hygiene in the school kitchen

For promoting Healthy Food Choices include:

- 1 the encouragement of healthy mid-morning snacks, e.g. fruit or crisps
- 2 a school meals service that offers a balanced diet
- 3 asking parent to send healthy packed lunches
- 4 a programme of Health Education, which includes the study of diet.

For ensuring Playground Safety include:

- 1 conscientious supervision of playgrounds involving two staff for playground areas and dinner supervisors at lunchtime. If only one class is outside during break time, then only one member of staff is required for supervision.
- 2 regular inspection of the playground/grassed areas to ensure that any dangers are removed promptly
- 3 school rules about playground behaviour designed to maximize playground safety.

For ensuring Safety within the Curriculum include:

- 1 training children to use tools and other equipment safely and properly
- 2 warning staff that scissors with points should never be used by any child
- 3 teaching children about the dangers of pointed pencils and ensuring the safe use of compasses.

For ensuring a Safe Physical Environment include:

- 1 regular inspection of the whole school by the Business Manager and Facilities Manager. Regular walks about the school are undertaken by members of the Premises Sub-Committee by the Governors
- 2 Smoking (including e-cigarettes) is not permitted in any area of the school.
- 3 a No Dogs Policy in all areas of the school (with the exception of assistance dogs, including the school therapy dog)
- 4 provision of the correct sized furniture for pupils. Storage of materials at an appropriate height for the user as far as is practicable
- 5 teaching children to dispose of litter correctly and the regular emptying of bins by the Facilities Manager
- 6 any weed killers must be used only in school holidays and only if safely dispersed before children resume school
- 7 a variety of security measures including movement sensors, outdoor microphone restricted access, door pads, panic buttons and outside security lighting
- 8 The work of the Facilities Manager who is responsible for the maintenance of the premises and who responds rapidly to rectify damage.

For sharing health & safety related information:

1. All health & safety related policies will be published on the school website.
2. Trip letters sent to parents / carers will clearly highlight that all necessary risk assessments for the trip are available and how to make a request.
3. All visitors will be handed a leaflet which indicates who to contact regarding health & safety relating to Bridgewater.
4. Posters will be displayed which indicate who to contact regarding health & safety relating to Bridgewater.

Appendix One

Details of Health and Safety throughout the school

External Areas

The Facilities Manager usually supervises the external parts of the school site.

The Facilities Manager, Business Manager and the Headteacher regularly inspect the building and grounds.

The exterior parts of the school grounds, fences, gates etc must be kept in good repair and holes or loose wire repaired as quickly as possible. Loose ends of wire, sharp pieces of wood, loose screws, protruding nails, can cause serious accidents.

Gates should be fastened open or shut and not left swinging, as they are a temptation for children to climb and swing on them, or shut their own or other children's fingers in them.

Playground Surfaces

Any hole discovered on a playground surface should be promptly reported, so that it can be repaired quickly.

Car Parking and Delivery Areas

Children are not allowed unsupervised access to these areas, as they are constant focus for serious accidents, when vehicles are maneuvering to park in crowded areas. Parents are advised to take care when using the main school entrance through the Staff Car Park.

The Fabric of the Building

This is mainly the brief of the Headteacher assisted by the Facilities Manager and Business Manager.

Damaged brickwork, splintered window or doorframes etc should be repaired as quickly as possible.

Interior of the Building

Inside the building is also part of the Headteacher/Staff responsibilities.

The Hall where PE activities take place is probably one of the main areas where accidents to children are likely to happen. All fixed apparatus should be regularly checked and frayed ropes, missing screws and splintered wood replaced.

Hillstar arranges for the annual inspection of PE apparatus and the school and the inspection firm promptly deals with any defects that are reported from this inspection. All moveable apparatus like benches, vaulting apparatus and mats should always be checked at regular intervals and so kept in excellent repair. Staff must be vigilant when taking PE lessons.

Children should wear suitable clothing and footwear (or bare feet) for all indoor PE activities. Hair should be tied back (boys and girls) so that it does not restrict vision or become caught in apparatus or even other children's fingers.

Earrings should not be worn except small studs, and if possible removed. Watches and any jewelry must be removed for PE and given to the teacher for safekeeping.

All PE activities and movement around the school should take place without undue noise and in a disciplined manner. (see risk assessment for PE, Science and Design Technology)

Health and Safety in the Classroom

Classrooms should be set out so that easy access is available to all equipment and between tables, chairs and other furniture.

Wet areas should be carefully monitored so that water or paint is not spilled on the floor and becomes a hazard.

Dangerous equipment or materials should be kept locked up. It is not sufficient for the teacher to tell the children not to use them unless supervised. Knives, sharp pointed scissors, staple guns, technology tools, can be lethal in inexperienced hands. Pupils do not use glue guns. Glass containers, including drinking glasses, are not to be taken into classrooms.

Electric flexes should never be left trailing across floors.

Hot material and equipment including irons, coolers, etc are stored in the Staffroom or stock cupboard. When drinks are taken around school then great care is needed so that they are not spilled or become a danger to pupils. What must never happen is that a child is asked (or told) to do it.

When a cooker is used in an area of the school it is always cordoned off.

Supervision of Children and School Insurance (see safe practice guidance)

If a child is hurt because of lack of supervision by an adult or by any material or equipment or situation provided by that adult, very few Education Authorities or governing bodies will offer support or protection for that adult.

Children will still trip over, poke each other with pencils or felt pens, trap their fingers in any interesting hole or fall off seats in the playground and chairs in the classroom. You will be covered for this because they are not in themselves

dangerous equipment, only if not properly supervised. Providing you are supervising properly, whenever you are on duty, you cannot be criticised. If, however, you do not turn up whenever you are on duty, you are still responsible if there is an accident. Forgetting to go or being late is not acceptable as an excuse in law.

Children should never be placed outside doors but sent to another class. Teachers must check that they have actually gone as they could disappear and not be missed. The same applies for children being sent to borrow equipment, borrow or return books to other places in the school, or take messages etc.

Children should never be kept in after school and then go home later when no other children are about. No child should ever be allowed to stay after school, without their parents knowing in advance and permission being granted. At the end of the afternoon teachers will check that all children leave the playground safely. Any child not collected will be brought to the Reception area so those parents can be contacted.

Teachers should be very wary of keeping any child back in a place where they may be unobserved. Teachers can be vulnerable to having their actions, or even words misconstrued by a child. Once an accusation has been made, it is very difficult to refute. If you want to speak to a child privately where possible choose a public area in which to do this and choose your words carefully.

Be careful with offering gestures of affection to children.

Be especially careful about having physical contact with children. Never grab or push them, and hold a child only when he/she is likely to hurt another child or him/herself. Never shout in their faces, no matter how they may provoke you.

Always think - 'How would I feel if someone did it to me?' An incident can escalate very quickly if both parties lose their tempers.

The member of staff as the adult party involved must be very self-controlled under provocation. Remember never to try to search a child if you think they have stolen property (only a member of the police can do that). You can ask them what they have in their pockets or bags but you can go no further.

Be very sure of your facts before you accuse anyone. If you misjudge a child make sure you apologise, as you would expect them to do if the roles were reversed.

Dangers of some ordinary classroom equipment

Children have a gift for investigating ordinary classroom equipment with dangers teachers have never considered possible!

Pencils: should never be sharpened at both ends, or to such a point that they become lethal weapons. Try to keep the point to a safe level to preserve bodies and particularly eyes from danger.

Felt pen lids: should always have a hole in them to prevent children from choking themselves on them, if they are swallowed.

Powdered wallpaper paste: often contains an anti-mould ingredient, which can be poisonous. Therefore, the school only uses a safe type without the anti-mould ingredient. Please do check if you bring any other type of paste into school.

Craft knives: These need careful supervision, as they are razor-sharp. They should be used only to cut downwards onto a board and never across onto fingers etc.

Staple Guns: can become a dangerous weapon if fired at another child. Keep them in your drawer or cupboard.

Scissors: should have rounded points if being used by a child. Adult scissors should be put in a safe place after use.

Compasses: When compasses are provided they should always be used with great care.

Water Pots: These should be plastic, not glass. A glass jar will inevitably be broken and a child may then fall on the broken glass causing added stress in your life.

Chairs: chairs normally have four legs but for some reason, many children feel that chairs really only need two. It is very easy to do yourself serious damage, if balancing on the back two legs. It is normally the child's head, which hits the ground first. If a child had to climb on a chair for any reason, make sure a responsible classmate, who will not walk away at the crucial moment, is holding the chair steadily.

Generally, it is better not to let children climb on chairs at all!

Sewing Needles: these should not be left about but threaded carefully into needlework and packed away in a safe place. If a needle is left on a chair, it may finish up embedded in someone's posterior.

Nature Exhibits: Some flowers, berries and fungi are poisonous. Be very careful about displaying any that is, because sure as fate some child will be tempted to try them.

Technology Tools: make sure all children are instructed how to use the tools and particularly the need to put them away safely. Technology is an extremely useful subject and is much loved by all children. A little care will ensure that accidents are rare, and relatively minor.

First Aid: As stated in the main part of this Policy, there are a number of trained first aiders in school.

Serious accidents are always dealt with at once. Parents are informed of accidents immediately if they are serious, less serious accidents are reported to parents at home time.

During lesson times the Auxiliary Assistant treats children with accidents or illnesses. At lunchtime the Dinner Supervisors treat children for accidents. More serious accidents or illnesses are brought to the attention of the Headteacher or Deputy Headteacher.

The First Aid Box should contain, as a minimum:

- Sharp Scissors
- Tweezers
- Eye Bath
- Assorted Elastoplast-type dressings
- Non-allergic plaster and dressing pads
- Cotton Wool
- Triangular Bandage
- Bandages of various widths
- Antihistamine cream for stings etc
- Disposable plastic gloves.

With the increase in hepatitis and HIV, it is essential that disposable gloves are used by anyone who deals with a bad cut, or a sick child as infection can be caught from body fluids. These gloves should only be used once and then, together with soiled dressings, placed in bags, which can be sealed and disposed of in the correct bins provided.

The common playground accidents

Bumps: Bathe with cold water or apply a cold compress-if ice is used, it should not be put directly onto the skin but in a cover and calm the child down. If it is a bad bump on the head or if a child is sick, dizzy or loses consciousness, even for a very short time, a doctor should see the child. Take to Accident and Emergency Department of the local hospital (dial 999 if necessary). Always contact the parent and ask them to meet you at the hospital, as many hospitals will not treat the child without parental consent.

Cuts and Grazes: Wash with water. Dry well and cover with a plaster or non-allergic dressing only if necessary.

Stings: Many children panic if a wasp or bee comes too close to them. By waving their arms about and screaming they are almost certain to be stung. Wasps do not leave the sting in the wound. Bee stings can be removed with tweezers.

Observe the child for a time to check that they do not have an allergic reaction.

Splinters: These can be removed with tweezers. Then wash well and apply a plaster only if necessary.

Nose Bleed: Sit child up and let them hold bridge of their nose fairly tightly. Do not let them blow their nose or bleeding will recommence. If nosebleeds do not stop after treatment or they reoccur almost immediately, then a parent may need to be contacted, as medical treatment is sometimes needed.

A possible fracture: Immobilise limb as far as possible with triangular bandage and take to hospital. (Dial 999 for ambulance if necessary). Do not try to move the limb. Get help in moving the child if it is safe to do so. If there is any doubt about moving the child, leave him/her where they are and summon immediate help. It can be extremely dangerous to move spinal injuries. Reassure child until help arrives (Once again, dial 999 immediately).

Swallowing something poisonous: Remember many dangerous substances can do damage coming back up again so beware of using an emetic. Call an ambulance.

Allergies: there seems to be many more children now, who are allergic to certain foods such as peanuts. No one may be aware of this until the child comes into contact with this food for the first time, which may be in school. The child becomes red and swelling can appear, often followed by breathing difficulties which can be fatal if not dealt with quickly.

The child may have an inhaler or a syringe loaded with adrenaline if he/she has had such an attack before. If not, dial 999 or take to A&E department of local hospital quickly. The same allergic reaction may occur with such things as bee stings. Treatment is the same for any serious allergic reaction.

N.B. Children may also be allergic to Elastoplast. Always ask the child before applying a plaster to a wound etc.

Asthma Attacks: it will usually be known if a child is asthmatic and the child will have an inhaler in school for his/her use. Calm the child down and don't panic yourself. Use the inhaler as directed. If no inhaler is available and/or it is serious attack, get the child to a doctor or hospital quickly. Children are encouraged to carry their own inhalers or if too big they can be kept in the School Office.

Do not panic if another child uses someone else's inhaler; they are unlikely to suffer any harm. It is, however, school policy to explain to pupils with inhalers that they are for personal use only and are not to be shared around with others!

Medication: if a child has to have regular medication the parents can be asked to come in to administer it.

Details of medicine administration are to be found in the main part of this Policy.

Educational Visits (see Educational Visits policy): When planning an educational visit, there are some safety rules which should be kept in mind:

- 1 Adequate planning and a preliminary visit (if possible) should be undertaken by the teacher in charge to ensure the suitability of the venue for the visit.
- 2 Children should never be taken off site without the parents being aware of the details of the visit and its purpose. Parents sign a general permission slip for local visits when children are admitted.

- 3 Adequate supervision must be provided.
The rule is - the younger the children, the higher the ratio of adults.
If parents are invited, it is unwise to allow them to bring pre-school children with them.
- 4 Frequent counting of the children is absolutely essential. One or more can disappear in seconds if you don't.
- 5 If public transport is used, every group of children needs to be supervised by an adult. Remember that often there may be room for only small groups on each metro when they are busy, so a generous ration of adults to children is needed.
If the Metro is alerted that a class of children will be using it at a certain time, they will often provide an Inspector to ensure that all goes well.
- 6 If using private hire coaches, etc. they must have seat belts. Legislation is going through to make this compulsory. Do not allow more than two to seat and make sure the children sit down and keep their voices at a reasonable level. Drivers can lose concentration if children are too noisy or moving up and down the coach (making an accident more likely).
- 7 Limit packed lunches to sensible food, which is unlikely to cause travel sickness plus a bucket with newspaper and some paper towels. It is also a good idea to take some disinfectant.
Children who are travelsick should take sickness tablets before travelling. If necessary, parents should be asked to give the teacher sickness tablets for the return journey.
- 8 Do not allow children to wander off on their own or even in small groups. Any potentially badly behaved children should be in the teacher's group. Set a suitable place as meeting place if anyone should get lost.
Emphasise to supervising parents the need to count their group regularly.
- 9 The First Aid boxes should be taken on visits and it is also wise to find out where the First Aid Post is situated at the venue in case of a minor accident.
- 10 Notify parent of the time the party is expected to return. If being delayed for any reason, Telephone the school to warn them so those parents can be told of the new arrival time. Make sure that all children are collected by parents especially for their own safety and because the school crossing patrols will no longer be on duty.

Fire Safety: Periodic checks are made by the Fire Service to ensure that fire safety routes are open and safe. Checks are also made that Fire Extinguishers and Hoses are in full working order.

All staff should make themselves familiar with fire procedures.

Fire Drills should take place every term; with teachers checking registers to ensure all children are clear of the building and lined up in the designated safe area of the playground.

Visitors in school (see safeguarding policy)

All visitors must come in through the main entrance, sign in and receive a visitor's badge. City council staff must be wearing their identification. All visitors must be escorted by a member of staff, any visitor working with children alone must have a CRB check and this must be shown on arrival. Any contractors or workmen working in areas of the building unsupervised must have a CRB. Any workmen

working in the grounds must not be given access to the building unless they have a CRB or are escorted by a member of staff. Children outside are always supervised by a member of staff.

Parent Working in the Classroom (see Adult volunteers policy): Parents coming to work in the classroom are a valuable resource but their help is also welcomed in other areas of the school.

Some points to be considered are:

- 1 It must be emphasised to parents that they are not coming in to help just their own child. Some children do not enjoy their parent working in their classroom, especially if the parent is over attentive.
- 2 If you feel inhibited by the presence of parent in your room, or feel you cannot react normally to their children if they are there, do ask the parents if they will work outside the classroom. This is also necessary if you are carrying out work, which means that the group with the parent will disturb you or you, them.
Please remember if parent or other volunteers are working in the corridors in cold weather, it will not be enjoyable for them or the pupils. In this case, find them somewhere warmer. If you would not like to be there, then don't put the parent or the teaching assistant there!
- 3 The invitation has to be open to every parent. You will have to find suitable tasks to cater for this. These will vary with the age groups.
- 4 Teachers must realise that it will involve extra organisation for them if volunteer helpers are to feel that they are filling a useful role. Discussion time will be necessary so that the parents have a clearly defined role.
- 5 Parents should be used for supervising or extending activities and made to feel that they are valued. They should not be used as unpaid cleaners. They must never be asked to change a child who has soiled/wet/vomited itself.
- 6 The responsibility for the children is entirely that of the teachers. He/she must keep a strict watch on behaviour and safety. It is preferable that activities take place in the teacher's view or are in an area that is easily supervised.
- 7 Please keep the relationship professional. Christian names should not be used in front of the children and they should be encouraged to respect and value parent's help.
- 8 Whatever happens, do not let a situation arise where there is a little clique of parents who make other parents feel unwelcome. Always treat everyone alike, and everyone's help as a valued asset.
- 9 Teachers must make it obvious from the start that they do their best for every child and no special favours should be extended to the children whose parents come in to help. Never ignore bad behaviour from a child just because his/her parent is in the room. If this becomes a problem, you must tell the parent that the arrangement is not working.
- 10 A few helpers may be over-interested in children's progress using the information they acquire to inform parents about their child's work or behaviour. Talk to all helpers at the beginning about the need for sensitivity.

A suggested letter home:

Guidelines for Parents - Working in the Classroom

We welcome and appreciate the help parents give to the school. If parents work in classrooms, these are the few simple rules, which apply.

The teacher will inform you when he/she puts up a timetable for parent helpers. If you cannot come into school to sign then please let the Class Teacher know by letter when you would like to help. Ideally, it is useful to be able to come at the same time and day every day every week.

- 1 Please let the teacher know if there is anything you would not like to help with - it will save everyone embarrassment.
- 2 Please remember that you are not there to help your own child only. The teacher may ask you to supervise/help a small group for some activity. We are very grateful for any time you can spare.
- 3 If you have a special interest or hobby to show the children, do let us know.
- 4 The class teacher is responsible for the whole class. If he/she tells your child off, do not feel offended.
- 5 Do not ask your child how he/she feels about you working in his/her class. Some children love it, others hate it. If they are not keen, we will be very grateful for help in another part of the school.

Whatever you do to help us we are truly grateful for your assistance.
Thank you.

Related policies and guidance:

Safeguarding Policy
Educational Visits Policy and risk assessments
Risk assessments and risk management guidance
Business Continuity Policy
Fire Procedures
Medicines in school
Behaviour Policy
Restraint Policy
Attendance Policy

Reviewed: September 2019

Next review: September 2020

A. Beechey