



**Wrightington
Mossy Lea
Primary School**



ST. GEORGE'S
Church of England
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	bursar@st-georges.lancs.sch.uk
Assistant Headteacher:	Louise Darlington:	l.darlington@st-georges.lancs.sch.uk
	Nicola Cook:	n.cook@st-georges.lancs.sch.uk
	Michelle Yates:	m.yates@st-georges.lancs.sch.uk
	Rob Horne	r.horne@st-georges.lancs.sch.uk
	Antonella Greenhalgh	a.greenhalgh@mossylea.lancs.sch.uk
Headteacher:	Andy Purcell:	head@st-georges.lancs.sch.uk

Guidelines for Parent Helpers coming into school and Classes

This guidance relates to visits in which individual parents come into school to support children in practising learned skills, for example reading.

A visit is a significant act which affects the relationship with staff and parents.

Therefore there is a need to agree guidance and take into account everyone's views.

Visiting the school as a helper can be a very effective way of breaking down any negative barriers children may have towards school, and education. It also gives parents a greater insight into the running of the school, which will enhance their ability to support us. It is important to remember that even though you are a valued visitor, you are a guest in the school and that you are not there to inspect, or judge lessons, or give feedback to parents.

Under no circumstances must you offer advice on a lesson, or comment on the quality of learning.

During the visit

On arrival, sign in at the office, and a member of admin staff will take you to your classroom

Here are some do's and don't's:

Do:

- ✚ Be relaxed, feel welcome, and enjoy your visit
- ✚ agree how you will be introduced to the children



“Be determined and confident as God will be with you”, inspiring you to “learn, care and share through work, play and prayer”. Deuteronomy 31:6



YSTA
YARROW SCHOOLS TEACHING ALLIANCE

**Operation
Encompass**

Ofsted
Outstanding
2011|2012

Tel 01257 262323
www.st-georges.lancs.sch.uk
PR73JU

[Type here]

- ✚ get involved with the children's activities – but don't interfere
- ✚ relax and enjoy your visit
- ✚ make brief notes in the child's reading diary as to what they have read!
- ✚ remember to observe confidentiality following your visit

Don't

- ✚ comment on the teacher's conduct of the lesson
- ✚ allow yourself to become an instrument for advancing particular issues
- ✚ express personal views on controversial issues
- ✚ make notes
- ✚ interrupt the flow of the lesson
- ✚ comment on what you have seen to other parents.

And finally some important guidance on safeguarding:

Keeping Who Safe?

Adults visiting or working on a school site play an important part in the life of a school, whether helping to build or maintain the building or visiting as part of the school's wider community.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor.



Keeping children safe is covered by Government Guidance

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.

We must also take steps to keep **ourselves** safe. To keep yourself safe from possible allegations, please follow this advice.....

Don't....

- ⊗ Instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit.**
- ⊗ Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to your Foreman or to someone in the school office ;
- ⊗ Give any personal information to any pupil, for example your name, address, telephone or mobile number or email address ;
- ⊗ Do not accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or email address ;
- ⊗ Accept physical or verbal abuse from a pupil. **DO NOT** respond yourself, but report it immediately to your Foreman or to someone in the school office ;

[Type here]

Do.....

- ✓ Be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention ;
- ✓ Report any unacceptable behaviour from a pupil ;
- ✓ Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment ;
- ✓ Ask your supervisor whilst visiting the school about the Child Protection Procedures
- ✓ Read the safety information on your visitors badge.
- ✓ **Please, follow the advice in this leaflet, and keep yourself and our children safe!**