

## Guidance for parents and carers helping in school.

Thank you for volunteering to be a parent helper; we do depend on you to support all the different learning activities at Dovers Green. Please help the staff to plan effectively by letting us know if you are unable to come in as expected. *Thank you.*

### Safeguarding

In line with our safeguarding policy all adults who are in school must have a current DBS. If you can commit to helping in school regularly the school office will help you obtain one. They are done on line and the process is reasonably quick.

While it is appropriate to respond to a child's contact e.g. holding hands, adults in school should not pick children up or allow them to sit on their lap, unless they are very young and need comforting.

If a child should soil or hurt themselves, please notify a member of staff- do not attempt to deal with this problem yourself. These guidelines are for your protection as well as the children's.

If you see or hear **anything** that gives you cause for concern about a child's safety or wellbeing, you **MUST** report this to either the class teacher or one of the DSLs. The DSLs are Anya Salisbury, Nicki White and Caroline McHugh. Email address is: [dsl@dovers-green.surrey.sch.uk](mailto:dsl@dovers-green.surrey.sch.uk)

### On arrival

Parking is very limited around the school, please park with consideration for our neighbours. Please ensure you sign in and wear your visitor's badge at all times. Don't forget to sign out when you leave.

### Dress code

Our dress code states that staff should dress in an appropriate manner for the professional role that they are engaged in. Please could you follow these guidelines as well.

### Refreshments

Parent helpers are not permitted to go into the staffroom as there is confidential information on display. If you are in school over a break time a member of staff will offer to bring you a drink in a safe cup as we do not take hot drinks in a mug into class.

### Confidentiality

Please remember that any information that you gain from your time with us is confidential. You may overhear staff discussing children or the children may tell you things that are not to be shared with other parents. We would ask you to treat this information with the confidentiality that you would expect regarding information about your own child. Any breaches of confidentiality will result in you not being allowed to continue helping in school.

### Managing children's behaviour

We have a positive behaviour policy and remind the children to make good choices. If a child does not show good learning behaviour when working with you, please let the teacher know. Please notify a member of staff immediately if you witness any behaviour that causes you concern. Please do not attempt to deal with it yourself. We love feedback about good behaviour too!

### Mobile phones

Please ensure your phone is switched off when you are in school and do not leave it where the children can access it. Please do not take photos of the children in school or on a trip as this is a safeguarding risk.

### Fire procedure

Our fire bell is one continuous ring. When it rings please leave the building immediately and follow the children to the assembly points in the playground. Please find one of the office team who will check you off against the visitors' log. Do not stop to collect possessions and do not return to the building until you are told that it is safe to do so.