



**EWELL GROVE PRIMARY AND NURSERY SCHOOL**

**PARENT AND VOLUNTEER HELPERS / STUDENTS**

**GUIDANCE BOOKLET**

**29 West Street  
Ewell  
Surrey KT17 1UZ**

**020 8393 4393**

**[info@ewell-grove.surrey.sch.uk](mailto:info@ewell-grove.surrey.sch.uk)**

# SAFEGUARDING STATEMENT

***This statement should be read in conjunction with the School's Safeguarding Policy; a copy of which is available from the School Office or School Website.***

Ewell Grove Primary and Nursery School is committed to safeguarding and promoting the welfare of our children and expects all staff<sup>1</sup> and visitors to share this commitment

If you have a concern that a child is being maltreated you have a duty to report this to the school's Designated Safeguarding Lead (DSL)

## **Our Designated Safeguarding Leads (DSL) are**

Mrs Kate Keane – Headteacher



Mrs Anne Gardiner – Deputy Headteacher and SENCo



Miss Paula Rising – Assistant Headteacher



## **Our Child Protection Governor is**

Ms Melanie Harris



## **Our Single Central Record Manager is**

Mrs Jacqui Jardine



## **Our Chair of Governors is**

Mrs Rachel Tillen



<sup>1</sup> *Wherever the word "staff" is used, it covers ALL staff on site, including supply and self-employed staff, contractors, volunteers working with children etc, and governors*

Thank you for offering to help in school; we are delighted that we are able to use your skills and patience to benefit the children at Ewell Grove.

## **WORKING WITH CHILDREN**

When working with children in school you will always be under the supervision of the teachers. They will let you know what they want you and the children to do. If you have specific skills which could be used in school, please let the teacher know and we will try to make use of these in the most productive way possible.

Each activity or task has a clear purpose and it is important that you understand what that is for the children to benefit. Focus sheets or worksheets with written explanations will usually be given but please do not hesitate to ask if you are not clear about what is expected.

As you work with children on an activity please talk to them making sure you ask them lots of question e.g. when cooking ask “Did the mixture change when it was cooked?” or “Why do you think that happened?” Do not worry if you feel you cannot explain it properly but do encourage the children to think and talk about what they are doing. If at any time when working with a child or group, you feel a child is not responding to you or is making it difficult for you to work with other children, do let the class teacher know. The teacher will want the activity to be successful and want to help you make it so.

Like all other adults in school, we ask you to have high expectations of children's behaviour. Please encourage the children to be courteous, use polite language and listen when others are speaking. Encourage them with praise and by setting a good example. If any child misbehaves, is rude or uncooperative, please make sure that the teacher is made aware of this. The aim at Ewell Grove is that everyone shows care and consideration for others; we frequently refer to the whole school values and the Golden Rules.

### **WHAT WILL YOU DO?**

There are lots of ways you can help in school. What you will actually do depends on what is needed in the class at the time and on your own interests and skills. Whatever you do, you will be given as much information and guidance as possible.

### **YOU MAY BE ASKED TO:**

- Hear children read
- Work with groups of children on work set by the teacher
- Help with cooking, sewing, art, PE, play games
- Clear away an activity
- Cut out, mount and display children's work
- Accompany the class on a walk around the environment
- Help children write ... the list is endless!

Please do not worry about expertise, for example when sewing your main job will be threading needles!

Although it may be pleasant to work with your own child it can have a detrimental effect on their attitude and concentration so you may not be asked to work with them.

## **WHEN WILL YOU HELP?**

Your help is welcome at most times during the school day. This will be different for each class, depending on timetabled activities. Please talk to your Helping Hands Co-Ordinator who will have timetables for when help is needed. Please let them know if there is a specific activity or time when you can help – the teacher may be able to fit you in!! (Be realistic about the time you offer. It is usually best to start with a short time and then add to it if you find you have more free time.) If you want to help on a regular basis, try to make it the same time each week. This will make it easier for you to remember and easier for the teacher to plan. If for some reason you can't come into school as arranged, please let us know as soon as possible.

## **WHAT DO YOU DO WHEN YOU ARRIVE AT SCHOOL?**

Please sign in at the School Office. Here you will be given a badge which identifies you as a Parent Helper or Visitor. It is essential that you do this for security and fire safety. When you leave the school premises please go to the School Office and sign out.

## **WHAT HAPPENS AT BREAK TIMES?**

You are very welcome to join us in the Staff Room for a drink at break times. Don't worry about paying for your drink as we provide refreshments for parent helpers.

## **HEALTH & SAFETY**

Whilst helping in school you are covered by Surrey County Council's insurance policies for accident and third party risks etc. Please talk to the Class Teacher about emergency evacuation procedures.

## **CONFIDENTIALITY**

While you are helping in school you will have access to, and often see, confidential information about children, particularly those with special needs and other challenges. Like all other people working in school it is essential that you agree to keep such information strictly confidential. We ask all parents to behave considerately and respect the private nature of certain observations, discussions and information. Under no circumstances should you talk about specific children other than with the staff employed at the school.

### **TO PROTECT YOU AND OUR CHILDREN PLEASE NEVER:**

- Accompany children to the toilet without a member of staff present
- Work with children in a room by yourself, working in the corridor is perfectly acceptable
- Ask children any personal details e.g. where do you live?
- Feel you have to carry out any activity that you feel may compromise yourself or the child – you should never, ever feel uncomfortable about any activity you are doing!