

# **NORTHWICK PARK PRIMARY AND NURSERY ACADEMY**

## **VOLUNTARY HELPERS POLICY**

Northwick Park Primary and Nursery Academy encourage voluntary helpers in the classrooms. Anyone who wishes to help should approach a teacher or leave a note in the office informing staff of availability. The following points should be noted:

1. Helpers must sign the Register that is located in reception on arrival and departure.
2. Helpers should inform the relevant member of staff as far in advance as possible if they cannot help so alternative arrangements can be made.
3. Whilst helping you may overhear certain children being discussed by staff or see children acting or behaving inappropriately. These are all confidential matters and **MUST** not be discussed outside of the school/nursery setting. Any breaches of confidentiality will result in the helper being withdrawn from the setting.
4. If the helper has a child in the class and the child is too attached or gets upset, we will suggest the helper works in a different classroom setting to avoid unsettling their child.
5. If a helper finds a child who is distressed, hurt or has had an accident, please inform a member of staff immediately so it can be recorded and dealt with.
6. Helpers should let the class teacher know if they have any particular talents, e.g. artistic, cooking or equally any strong dislikes – otherwise we will expect helpers to join in and do everything (so please don't wear best clothes)
7. Helpers should be made aware of the schools basic Health and Safety rules and should be shown the nearest fire points and procedures in case of fire.
8. Helpers are welcome to use the staff room for a break at times allocated by the member of staff being supported. Coffee and tea is available..
9. All helpers will be required to undertake a DBS check in line with LA and National Guidelines.
10. Class teachers value your help and it is always appreciated that you have given up your spare time to help.

**Thank you!**

**Signed: .....Helper**