

FURZEHAM PRIMARY & NURSERY SCHOOL



Welcome and thank you for being a helper at our school. Helpers in school make a real difference to the children so please come again.

Below we have listed some information that will help you to feel comfortable with different situations that you may encounter.

Please wear your visitors badge at all times. You will not be able to access some areas of school without a swipe card so please discuss this with the classteacher.

- **Golden Rule: We treat other people as we want to be treated.** This is one of the most important expectations at our school. We all respect one another irrespective of racial origins, religion, culture or language. Adults in our school act as role models for the children.
- **Relationships with children:** The better the relationship you develop with the children, the more you will enjoy helping out! Be really careful to treat all children fairly. Children will quickly spot any inconsistencies in the way you treat them. Try to show that you value all the children and make them all feel special!
- **Behaviour issues:** All classes have their own class code. Please feel free to deal with minor behaviour issues that can be resolved with a few quiet words and/or a reference to the Golden Rule or class code. All other behaviour issues should be referred to a member of staff.
- **Confidentiality:** Staff try to be discrete at all times however, the very nature of running a classroom means that you may hear things discussed about a child other than your own, you may also see sensitive information. Please respect confidentiality in all cases.
- **Always ask for help:** The teacher will have spent time planning for the class; please follow advice and guidance from the teacher. If you feel that you are not clear please clarify with the teacher or TA. If you are not comfortable or confident with something then please go back to the teacher.
- **Please refer all first aid issues to the class teacher or named First Aider.**
- **To comply with Safeguarding and Child Protection please ensure that you have minimal physical contact with children. Do not be alone with a child in a room or where you cannot be easily seen. Please refer to the Safeguarding training given on induction. More information is displayed in the classroom about the Designated Safeguarding Lead.**
- **DBS:** All helpers in school should be DBS checked. Please see office and we can arrange this for you free of charge.
- **Signing in and fire exits:** Please make sure you always sign in and out and that you are aware of the procedures in the event of a fire. (Details will be displayed in all rooms).
- **Home comforts:** Please make sure you leave your personal belongings in a safe place e.g. the teacher's cupboard. Please use any of the staff toilets and feel free to join us for a cuppa during break times in the staffroom!
- **Names:** We are all happy to address each other by our first names in front of the children but we ask children to address all adults by their surname.

Use of mobile phones: These must not be used whilst helping at school. If you need to use your mobile phone please go to the staffroom or if you need to use it in an emergency please let the class teacher know.

This has been read and understood:

Name

Signed

Date

