

# East Sheen Primary School



## Parent, Carer and Volunteer Helper Guidelines

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Thank you for volunteering to help our children in school. We very much appreciate the commitment you are making and hope you will find the experience rewarding. We believe that the involvement of parents and carers in children's education is vital, and we encourage active participation in many ways. Some volunteers come into school to help with a variety of tasks such as art, cooking, computing and especially reading, and usually work with individual children or small groups of children in specific classes. Other volunteers help when the children are taken on educational visits outside school or get involved with the work of our PTA. Please take the time to read this booklet as it aims to provide you with all the information you need to make your time worthwhile and enjoyable and to ensure that everyone will benefit from the experience.

At East Sheen Primary School the aims for all our children are set out in our school vision.

### **School Vision**

Our purpose is to nurture happy, confident children who think deeply about themselves and others in preparation for the challenges ahead.

We do this by inspiring and celebrating:

- curiosity and love for learning
- collaboration and kindness
- creativity and enthusiasm
- resilience and achievement

All volunteers have a valuable role in helping us to fulfil this vision.

## Child Protection and Safeguarding

If a child tells you something that worries you, if you have any concerns about the health, wellbeing, happiness or safety of a child at this school or if you feel that something may be troubling them, you should share this information with the Designated Safeguarding Lead (DSL) straightaway. It is important not to promise to keep a secret but to say that you may need to tell someone who can help them.

The Designated Safeguarding Lead in this school is:

Harry Page- Headteacher

Contact details: 0208 876 7484 [hpage@eastsheen.richmond.sch.uk](mailto:hpage@eastsheen.richmond.sch.uk)

The Deputy Safeguarding Leads are:

Maddie Jensen – SENDCo

Polly Jones – Deputy Headteacher

Contact details: 0208 876 7484

[mjensen@eastsheen.richmond.sch.uk](mailto:mjensen@eastsheen.richmond.sch.uk) / [pjones@eastsheen.richmond.sch.uk](mailto:pjones@eastsheen.richmond.sch.uk)

The Nominated Governors for Child Protection are:

Emmett Regan: 0208 876 7484 [eregan@eastsheen.richmond.sch.uk](mailto:eregan@eastsheen.richmond.sch.uk)

Jess Oliver: 0208 876 7484 [joliver@eastsheen.richmond.sch.uk](mailto:joliver@eastsheen.richmond.sch.uk)

If the concerns are about the Headteacher, then the Nominated Governors or Chair of Governors should be contacted.

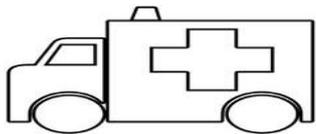
The Chair of Governors in this school is:

Nathalie Townley      Contact via school office 0208 876 7484 [ntownley@eastsheen.richmond.sch.uk](mailto:ntownley@eastsheen.richmond.sch.uk)

Please see 'Keeping Children Safe in Education – Part 1' for more information about Child Protection and Safeguarding or follow the link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1014058/KCSIE\\_2021\\_Part\\_One\\_September.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf)

## **Health and Safety**



## **Disclosure**

There is a requirement for schools to carry out a Disclosure and Barring Service (DBS) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of checks undertaken. In order for you to work in school as a volunteer, you will need to complete a Richmond Borough DBS form (for further information please enquire at the school office). Please be assured that all information will be treated in the strictest of confidence and that these checks are carried out in the best interests and for the safety of the children. At the same time, you will be asked to read the Child Protection and Safeguarding Policy alongside part 1 of 'Keeping Children Safe in Education'.

## **Security**

When you are helping in school, please make sure that you sign in at the school office when you arrive and leave; this is important in the event that the fire alarm should ring. When signing in you will be given a lanyard which should be worn at all times.

## **Confidentiality**

It is very important that all staff, volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not discuss individual children, make judgements on a pupil's ability or behaviour or share any information about specific children with friends, family or a child's parent/carer. It is the teacher's responsibility to inform parents/carers about their child's progress or of any concerns that they might have. If you have any concerns about the welfare of a child with whom you are working, please share them with the class teacher as soon as possible. Volunteers working in classrooms should do so on the understanding that they support the teaching staff. Do remain impartial to anything you may hear or witness and maintain confidentiality at all times.

## **Accidents and Illness**

The class teacher will inform you of any particular medical information concerning specific children that you will need to be aware of. In the case of an accident or injury, please inform the class teacher and take the injured person to the medical room to seek medical attention. There is an injury book located in the medical room that should be filled out stating all details of the accident.

## Fire Drill/Invacuation Procedure



Please make sure that you make yourself familiar with the instructions for the fire drill and invacuation procedures as detailed below and on the notices in each classroom/area of the school. This is essential if you are in school and we have a practice, and even more so in the unlikely event of a real alert.

### Fire Drill

Ensure that all children know where their assembly point is. This will be the closest playground at the front of the school.

When the fire alarm sounds:

Children are to stand up, tuck their chairs under and walk towards the fire door. The fire door is to be opened by the first child arriving at the door, or adult if more appropriate. Children are to walk out in single file and line up at their assembly point. The class teacher is to leave the room last checking that the room is empty and that the fire door is closed behind them.

NOTHING is to be collected from the classroom or cloakroom.

At the assembly point children are to line up in SILENCE. The teacher is to count heads and then check names with register.

Any child who is not with their class group is to leave the building by their nearest exit immediately on hearing the fire alarm. They are to join their class group or find a member of staff and stay with them.

Any classes that are not in their classroom at the time of hearing the fire alarm are to leave the building by the nearest exit point.

A member of the office staff will take the registers to the appropriate assembly points. If classes have been unable to go to the correct place, their registers will be taken to them. A member of the welfare staff will also collect any children who are unable to join their class on leaving the building and take them to their class group.

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It is essential that all late comers go to the office and are marked present in their class register. All registers must be returned to the office as soon as possible after registration.

All members of staff must be familiar with the location of all fire alarm bells. All children leaving early must report to the office first.

## Invacuation

Lockdown procedures are a sensible and proportionate response to any external or internal threat to pupils or staff for example:

- An intruder on the school site
- Incident or disturbance in the local area
- A warning from the emergency services of a local risk, chemical, biological, radiological or fire

Lockdown managers – Harry, Polly or Vix will make key decisions and liaise with emergency services from the front office or Headship office. The following procedures set out the precautions to be taken in the event of a threat but cannot cover all potential eventualities. The lockdown managers will aim to provide clear communication when possible, but staff may need to make decisions as circumstances dictate.

### **Full Lockdown**

This is an immediate threat to the school and will be signalled by the sounding of the lockdown alarm.

Classroom staff:

- All pupils/staff stay in their classroom or move to the nearest classroom.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in). Air conditioning units turned off.
- Reception to lock cloakroom doors, 2B to lock external door, 5S to shut main entrance, 5M to shut door to astro, 6T to shut upper fire door
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal). Away from windows & under tables
- Lights & smartboards turned off
- Laptop monitors or smart phone left on intranet for information/instructions
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office. Office informed via email of any unaccounted children
- Staff should await further instructions.
- Parents to be informed via parentmail. Pupils must not be released to parents during lockdown
- If fire alarm sounds stay in your room until advised to evacuate by the emergency services
- The all clear will be given by personal message at the door with knocking

### **Full Lockdown at playtime**

- Adults on duty will take children to the nearest classroom and follow the lockdown procedure.
- Putney playground to use Year 5, Library, 4F and pupil entrance through to Year 4
- Trim Trail & Astro to use Year 5 & Year 4 classrooms
- Climbing Frame into the hall
- Sheen playground into Year 1, Year 3, Year 2 or Reception
- Staff not on duty should go to the nearest classrooms to help supervise children

## **Partial Lockdown**

- Move to a partial lockdown will be informed by the Headship team in person by knocking at the door
- Pupils and staff to remain in the building
- All doors & windows leading outside should be locked/closed
- No one can enter or leave the premises
- Teaching and work continues as normal
- Free movement inside the buildings is permitted
- In the event of pollution, chemical, biological or radiological:
  - Caretaker to close down air conditioning, vents, fans & heating
  - Use anything to hand to seal up cracks around doors, windows, vents
- Senior staff will conduct a risk assessment on advice from the emergency services
- Staff to await further instructions via email, intranet or mobile communication
- If the fire alarm sounds, follow normal evacuation procedures.
- Parents to be informed via parentmail

## **Office Staff**

- Lock the front door and all office, meeting room doors
- Lower all blinds
- Bring the telephones to the floor, including mobiles set to silent
- Remain out of sight
- Call 999
- Log into intranet & parentmail to send messages

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during a full lockdown, the fire alarm may sound, lockdown will continue until the agreed code/signal has been given unless there is evidence of a fire in the school and safety of the occupants of the room is being threatened. This override of the fire alarm signal is to prevent an intruder using the alarm as a way of forcing staff & pupils out of safety.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

## General Information



The school day begins at 8.50am, with children coming into class at 8.50am. It ends at 3.20pm.

### Morning break

KS1: 10.25am – 10.40am

KS2: 10.45am – 11.00am

### Lunch

Reception and KS1: 12.00pm – 1.00pm

LKS2 (Y3&4): 12.15pm – 1.15pm

UKS2 (Y5&6): 12.30pm – 1.30pm

### Afternoon break

KS1: 2.15pm – 2.25pm

Mobile phones should not be used in the presence of children to receive calls or send messages. Only school cameras should be used in school; the use of mobile phones for photography is strictly banned for all users.

The school has a no smoking policy and smoking / vaping is not permitted anywhere on the site.

Please do not bring in any food for the children unless you are engaged in a cookery session or have previously discussed this with the class teacher. The school is NUT FREE so ensure that all food products are checked for nuts and nut traces. Please refrain from chewing gum when working with the children.

## Helper Guidelines

- Occasionally children can become a little unsettled when their parents/carers are working with children in the classroom or when you leave at the end of a session. Most children soon get used to this and settle after a couple of sessions. If this does not happen we may ask you to help in a different class for a while. This is entirely at the teacher's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that she/he will not always be able to work with you.
- Please encourage the children to be independent – children should try things for themselves before we help them.
- It is important that all children in school are given equal time and attention.
- Arrive at school allowing sufficient time to meet with the teacher before the session begins. If for any reason you are unable to come into school at your usual time, it is really helpful for the teacher to know in advance, even if that's a phone message on the morning in question.



## Key points to consider when working with children

- It is important to encourage the children to talk about what they are doing in order to support them in using the appropriate vocabulary.
- There is no rush. We give the children plenty of time to complete a task and they may need to return to it over several sessions.
- Always encourage the children to do things for themselves. It is important that they are independent and although they may need help and supervision, the end result should always be their own work. Please do not be tempted to do the work for them! The learning that goes on while the children are doing the activity is as important as the end product.

*If you draw it for them*

*If you paint it for them*

*If you cut it for them*

*If you stick it for them*

***All you are doing is showing them that you can do it better than them!***

- When playing games with the children, try to encourage the idea of taking turns, sharing and being a good winner or loser. The real joy is the taking part!
- Enjoy yourself and have fun.
- If you are unsure of anything, at any time, speak to the class teacher. Do not feel embarrassed to ask even the simplest of questions.



## What kind of activities might you be engaged in?

We might ask you to become involved in a variety of activities such as:

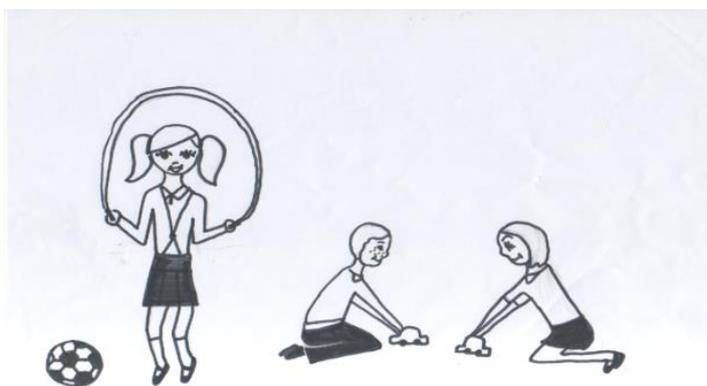
- Sharing books
- Using the library
- Art activities
- Making things
- Working on the computer
- Playing games
- Cooking
- Sewing
- Maths activities
- Coming with us on visits
- Getting resources ready
- Sometimes just being there is what is needed!

The teacher will give you;

- Clear guidelines about the activity
- All the materials you need

Afterwards it is very helpful if you can talk to the teacher about how the activity went and how you got on.

If you have any particular skills, talent or interests that you would like to share with us at school, please let us know. We love to learn from others!



## Sharing books with children



A few pointers to guide you when you are reading or sharing a book with a child:

- Please make sure that you and the reader are both comfortable and as free from distraction as possible.
- With a beginner reader you may want to start by asking a question such as: 'Have you read this book before?' or 'Do you think that you will be able to have a go and read it by yourself?'
- Reluctant readers can be gently encouraged by you suggesting to read part of the text first and then playing a game of 'follow the leader', where the child repeats the text after you, or through answering questions on the story/illustrations.
- Encourage the child to point to the words as they read, running their finger smoothly under the text.
- If the book is a long one, you could offer to share the reading with the child, taking alternate pages. Remember to take a 'rest' and talk about the text.
- Decoding and reading aloud are both hard work, particularly in the early stages of reading. If a child appears 'stuck' on a word encourage them to use their phonic knowledge and 'sound it out' or encourage a sensible 'guess' using their understanding of the text read so far, or to look at the illustrations for clues. If all else fails, tell them the word.
- Help the child to build their confidence as a reader by being positive and offering lots of praise.
- Encourage the child to predict what might happen next and discuss how they feel about the characters and story.

Make the experience an enjoyable one. This is a moment of quality time for you both.

### Writing in the Reading Diary:

Record the date, the title of the book and initial or sign the entry. Please do not comment upon the child's progress in the diary but do convey any relevant observations to the class teacher.

### Guidance for Volunteers for School Trips

We really do appreciate your help when we go off site – it would be very difficult to organise visits and trips without volunteers to help.

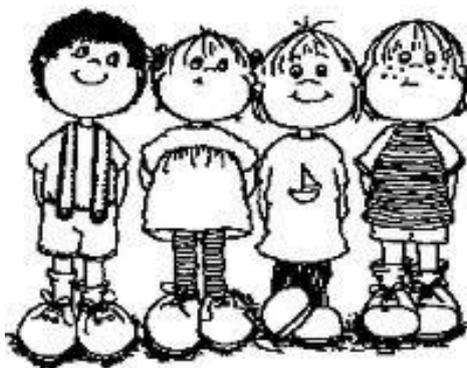
- The class teacher will give you a list of children for whom you are responsible.
- Parents/carers may not always have their own child in their group.

- All children must stay with their group and the group adult at all times. Children must be escorted when using toilet facilities.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions.
- If the trip involves a coach journey, please help the children in your group to put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher will have sick bags if needed.
- When walking in the street please stay road side to the children.
- The class teacher is responsible for all first aid and medication. They will inform you of any specific medical issues (such as asthma or allergies) of children in your group.
- If there is a medical emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents/carers in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the headteacher on return from the trip.
- A risk assessment is carried out ahead of each trip including contingency plans in the event of an emergency incorporating safe meeting points. Please ensure you are aware of and understand these arrangements before departing school. In the unlikely event of an emergency please follow the instructions of the emergency services, proceeding to the agreed meeting point if it is safe to do so. If possible, stay in touch by phone with the lead teacher (or call the school office 0208 876 7484) until the school party are back together.



**Thank you!**

We really do appreciate your help.



Revised October 2023