

# **BRIZE NORTON PRIMARY SCHOOL**

## **Parent Participation Policy Statement**

### **Rationale**

We welcome parents into school and value their input into the education and experiences of our children. Parents have a wealth of strengths that they can bring to the classroom. We want to make parents feel welcome in our school and valued in whatever they can offer.

### **Purpose**

1. To welcome parents into school and give them the opportunity to contribute to the lives of the children
2. To ensure that parents are not put in positions of responsibility or supervision that are unsuitable for them
3. To ensure the safety of the children when working with different adults
4. To allow parents to assist staff in their day to day running of the classroom
5. To ensure That appropriate supervision of parents in school takes place
6. To promote the schools open door policy to parents and the larger community

### **Guidelines**

All parents should be treated the same in whatever classroom they are working in and staff should feel that parents are benefiting the children's education. This policy clarifies the different roles parents can undertake and the safety measures that should be adhered to ensure the well being of all the children in the school.

### **Conclusion**

The role of parents is very important in our school. It is positive that our school is open to parents and that parent's feel they can offer something to the children. Organising parents in the classroom and being clear about their role and work will benefit the children and give all adults a clear sense of purpose of direction. The more support the children have while they are in school can only give them great benefits.

## **Parent Participation Policy Guidelines**

### **When parents offer to help**

#### ***Policy***

When parents offer to help in school, staff may wish to consult this policy document for guidance.

#### ***Discussion***

Experienced staff will arrange to meet with the parent at a mutually convenient time to discuss what they may like to do in the classroom. Most parents take part in the following activities;

- Hearing individual children read
- Working with a group of children
- Taking part in supporting art activities
- Mounting work or sticking work in books

Some parents approach the Headteacher with a request to help in classrooms. In this case, the Headteacher will meet with the parents and discuss where the parent may be best placed. The Headteacher will then discuss this with the appropriate class teachers.

#### ***Review and dialogue***

It is important that the parent is comfortable in what they are doing, so they are encouraged to state what their strengths are and what they would most like to do.

Teachers should talk to their parent helpers and ask if they are content in their undertaken role. Adjustments can then be made if the teacher thinks it is necessary.

#### ***Police Checking (CRB)***

All parent helpers must be CRB checked before helping in school.

A full register of those who have been CRB checked is held in the Office and maintained by the Admin Officer.

CRB clearance of all helpers in school is good practice and one which we at Brize Norton Primary School embrace. However, CRB checking DOES NOT mean that a parent or any other adult poses no threat to the well being of our children.

Even parents who have had CRB clearance should be supervised appropriately.

#### ***Supervision of parents***

Parents should be supervised wherever possible within the classroom setting. Parents ***should not*** be sent to work with children in spare rooms or spaces that are not visible by staff members.

#### ***General guidelines for parents***

All parents should sign in at the office upon arrival before going into class. Parents will be taken to the class by an Admin representative or other member of staff.

Parents should always be told by the class teacher never to allow themselves to be in a one to one situation with a child.

Parents should be told to avoid touching children in any way – this will be supported further by avoiding helping the children to get changed for PE.

Parents should be told that disciplining the children is the responsibility of the teacher. If children behave poorly, they should be told to seek the teacher's intervention immediately.

Parents should be told that confidentiality is an essential part of their working in the classroom – it is not an opportunity to find out what is going on within a classroom to support a specific agenda, or to feedback on events which have occurred within the classroom to another parent. Such concerns should follow a different route, guidance can be sought from the class teacher, Headteacher or Governing Body representatives.

Parents should be told not to enter the children's toilets at any time. If they feel there is a problem with a child in a toilet, they must seek a teacher to deal with the situation.

Parents should be told not to administer any medication to children including creams. This is the role of the first aid staff.

As parents help in school, they may decide to extend their role and even take on some form of formal training.

### ***Residential visits***

For our residential visits, parents can accompany us. In these cases, full CRB checks will be carried out well before the visit takes place. However, all the points raised above are still relevant to these parents.

### ***Staffroom***

Parents are welcome to join staff in the staffroom at lunchtimes and playtimes.

When parents are in the staffroom, staff need to be aware of this. Negative discussion of children should be avoided and the conversation should be professional as laid out in teacher's guidelines on conduct.

### ***Health and Safety***

Parents should sign in the visitors book each time they arrive in school alongside wearing a named badge and class based label. This book is situated in the office. On departure, parents also should sign out.

Staff should explain the fire drill procedure to any parent helpers in their class.

Parents should be visible to a member of staff at all times, whatever work they are undertaking with the children.

*March 2009*