

# HELPER GUIDELINES

## *Statement of Intent*

It is our intention to make Bishy Barnabees accessible to all parents/carers.

## *Aim*

We aim to ensure that all parents/carers have the opportunity to see their children 'at work' and are able to see and participate in the running of our sessions.

## *Methods*

- In order to achieve this aim, we operate the following Helper Guideline:
- Parents/carers are invited to arrange, with staff, sessions if they would be interested in helping or want to see their child 'at work'.
- Times will be arranged between the staff and parent/carer.
- Helpers are encouraged to participate in the activities throughout the session, to support all children and staff, ensuring our policies and procedures are adhered to.
- Helpers are encouraged to assist the children at snack times and helping with coats/shoes etc.
- We must remind helpers that each child and their families deserve our respect and confidentiality; therefore it is not appropriate to talk about individual children, by name, outside of Bishy Barnabees.
- Please feel free to ask staff any questions you may have about the running of the session or if unsure where equipment is kept. Please be aware that staff will not be able to talk in great lengths during the sessions although will be happy to discuss any matters at a mutually convenient time.
- No helper is allowed to be alone with a child, therefore must not take a child to the toilet/ to wash their hands or to change nappies (unless the child is their own).
- Helpers must not accept medicine from parents and must not administer medicine to any child.
- Helpers must not administer First Aid treatment.
- Most of all we want out helpers to HAVE FUN!

This policy was adopted in May 2008, updated July 2015.

Reviewed March 2017

To be read in conjunction with the Safer recruitment policy and Safeguarding policy, confidentiality policy, Staffing Policy and social networking policy.