BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

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Headteacher: Mr Aaron Morrissey

www.broadwaterce.org

Notes for Helpers in school 2026-2027

Welcome to Broadwater. We hope that you have a good time with us and find the experience worthwhile. You will have been issued with these guidelines by a member of staff before you begin your time in school. Please ensure you are familiar with them.
At the beginning of the day, you must enter the building by the external main entrance and sign in. If you have dropped your child in to school first you must still follow this procedure.

- You will be required to have a DBS before starting with us. This will be discussed prior to helping at school.
- You are working under the supervision of the teacher in charge of the class.
- Please ensure the person you are working with knows what time to expect you.
- Please remember to dress appropriately.
- It is most important that you do not become over-familiar with the children. Remember to keep your distance. The most successful people we have had have been friendly, but not over-so with the children. Remember that you are a novelty, and the children may well want to chat and befriend you, particularly if you are with a class of older children. This may well hinder your relationship with the children and subsequently the class teacher. Beware particularly if you are male and with older children as this is a particular novelty.
- Do not, under any circumstances, touch the children.
- It is not appropriate to access children's trays or other school equipment unless specifically asked to do so.
- At no time should you be alone with a child or in an area unsupervised by a member of staff.
- Photograph taking is only permitted under the direction of the teacher and only using school equipment.
- Once you have completed your time, you should leave the school premises promptly, signing out on the way.
- If you are helping over a break or lunch time, coffee and tea making facilities are available to you in the Food Technology Room. Please stay in this room until resuming your volunteer role.
- There are Fire Action signs and maps in all room. Please familiarise yourself with these when you enter each room. The fire bell is a continuous single tone sound. Assembly point is on the field.
- You will need a packed lunch if you are staying for the day. We ask that you eat your lunch in the Food technology area at school.
- The same thing happens at break time. It is a good idea to take a break from the children at these times. Tea and coffee making facilities are in the Food technology area. Please provide your own mug.
- If you have any worries or concerns, please ASK. Ask your class teacher or the Deputy Headteacher.
- You may be given work to do with a group of pupils, you should remain in sight of the teacher (or classroom assistant) whenever possible.
- Please ensure you maintain confidentiality – if you are asked to divulge information please refer the person to the Headteacher.
- Do not use your mobile phone on the premises.

Have an enjoyable time, and thank you for giving us your help.

Mrs Anna Corless
Deputy Headteacher