









# Information for Supply Staff and Visiting Adults

**Safeguarding is Everyone's Responsibility – Ask for advice if you are unsure about anything and report any concerns you may have. Thank you.**

<p><b>No hands up Policy</b></p>  <p>Alongside turn to your partner, this ensures everyone has chance to speak, research shows this encourages learning and participation.</p> <p>Adults use lolly sticks or similar to select children.</p>	<p><b>Social Norms</b></p> <p>We have 5 social norms, all pupils and adults are expected to follow them at all times:</p> <ul style="list-style-type: none"> <li>• <b>Sitting</b></li> <li>• <b>How we move</b></li> <li>• <b>Eating</b></li> <li>• <b>Speaking</b></li> <li>• <b>Listening</b></li> </ul>  <p>Give regular reminders and insist they are followed.</p>	<p><b>Positive behaviour management – using a warm strict approach</b></p>  <ul style="list-style-type: none"> <li>• Give clear instructions</li> <li>• Phrased as positive commands</li> <li>• Narrate the good <i>'You are sitting brilliantly, well done!'</i> <i>'I can see you trying really hard.'</i></li> </ul>
<p><b>Partner work</b></p> <ul style="list-style-type: none"> <li>• We Talk to our partner to orally rehearse answers</li> <li>• We work with partners to help us learn and share ideas</li> <li>• Partner work used throughout the lesson</li> </ul> 	<p><b>1, 2, 3 Move</b></p>  <p>We use this strategy for all transitions – ask the children how this works.</p>	<p><b>The Victoria Values</b></p> <p>Values responsibility perseverance patience coOperation Respect integrity Aspiration</p> <p>We demonstrate our values. We use the language of our values to help us to demonstrate them. Adults demonstrate our values too.</p>
<p><b>Victastic Points</b></p>  <p>We are given Victastic points when we work well, show our values, try our best etc. You can leave a note for our teacher so they can put them on the online recording system.</p>	<p><b>No shouting and No Put Downs</b></p>   <p>(no names on boards, no children facing the wall in time out etc)</p>	<p><b>Dismissal at the End of the Day</b></p> <p>There are strict procedures for home time. It is really important that an adult who knows us is there at dismissal time. Ask for an adult to help if there is not one in the room.</p> 