

INTRODUCTION

Helping Hands is a whole school preventative and intervention programme. It provides schools with the means to create a safe environment for all students. It supports the school's Child Protection, Child Safety, Wellbeing, and Anti-Bullying policies and programmes. It promotes the inclusion of all, including SEN students and helps to prevent school refusal. The programme includes the use of Cooperative Learning (CL) which supports Universal Design for Learning (UDL) and inclusion of all.

Students engaging in this programme learn skills of managing self, cooperation, acceptance, and inclusion of others, helping behaviours, teamwork, communication, organising, planning, in addition to study skills and project management. The effectiveness of class time is ensured by structuring it through use of cooperative teams and team folders.

By introducing **Cooperative Teams** to classes, we develop and foster in our students:

- a sense of belonging
- a sense of looking out for one another
- acceptance and inclusion
- psychological safety
- leadership skills
- organising skills
- teamwork
- planning
- self-motivation and cooperation
- responsibility for own and teammates wellbeing and learning

STUDENT TEAM FOLDERS

Team Folders are kept by the teacher. The folder manager collects the team folder from the teacher's desk at the beginning of class and returns it at the end.

FOLDERS CONTAIN THE FOLLOWING:

- Title page including leadership roles.
- Template for Rights and Responsibilities of team members
- The Goose Story with questions to build inclusion, cooperation, and a supportive environment.
- Teamwork skills (CT charts - page 13 Student Pack)
- Teambuilding worksheets sheets for:
 - Routine Tasks
 - Social Support
 - Academic Support
- Processing worksheets to aid reflection to continuously improve the quality of teamwork and the contribution of each member.

DURING EACH CLASS STUDENTS WILL USE THE TEAMBUILDING WORKSHEETS TO:

1. **Record Routine / Administrative tasks** to help each other to become organised. These tasks are decided by the teacher and may include reminders to: check uniform, hand up notes, have journals signed, remember deadlines, have locker keys, PE gear or Home Economics ingredients or other equipment, have journals up to date for the day / week.
2. **Get to know each other and provide Social and Emotional Support and a sense of belonging.**
3. **Provide academic support** by getting to know and understand each other's learning styles, study habits, favourite subjects, and challenges. Team members also identify where each needs help and where, when, and how they can help each other to learn. They provide each other with solutions about academic matters such as homework, exams, projects and help each other to structure work for deadlines.

TEAM BUILDING

SOCIAL SUPPORT

BY LETTING YOU KNOW ME I ALLOW YOU TO LIKE ME

THIS WORKSHEET IS USED TO ASSIST STUDENTS TO:

- Break the ice initially with some very safe questions
- Get to know each other
- Discover shared and different interests
- Understand and accept different perspectives
- Develop good working relationships
- Comply with Wellbeing guidelines for schools

HOW IT WORKS

Teacher chooses a relevant question or questions (depending on the length of the class) from the introductory questions (Appendix 3) or the wellbeing template (Appendix 4). These can be adapted according to school needs.

- **Reader** reads one question at a time to the team.
- **Recorder** writes the question on the worksheet and enters teammates' answers into the appropriate place on sheet.
- **Turn taker** ensures everybody answers the question.
- **Timekeeper** ensures that the taskwork will be completed on time.
- Everyone helps.

QUESTIONS

Begin with safe questions: How many siblings? Favourite colour, favourite pop star, pet's depending on maturity of class. Gradually build to more indept questions.

- Someone you admire and why?
- An achievement you are proud of.

TEAM REFLECTION / PROCESSING

These are included after each worksheet (Social Support and Academic support). These can be completed once per class (58 minutes) or once per week (10 minute classes).

Teachers allow time for students reflect on the quality of their work together by completing the Team processing sheet.