



Parent and volunteer guidelines.

Thank you for volunteering to help in The Exwick Ark. We trust you will enjoy being here. We have a few guidelines to help you get the most out of your experience.

Please:

- Sign the visitors' book and collect a name badge.
- Leave personal belongings including mobile phones in the staff room or locked in the filing cabinet.
- Let us know if you have any special interests or skills to share.
- Play alongside the children especially the quieter ones who may not demand attention.
- Ask for help from a member of staff if you are unsure.
- Join in with activities including snack time, singing and circle times.
- Observe confidentiality in your discussions outside of the Exwick Ark.

Please do not:

- Take children to the toilet on your own.
- Shout at or smack a child (even your own whilst at The Exwick Ark).
- Talk about the children outside of The Exwick Ark.
- Take photographs of the children. If you would like a photograph of your child please ask a member of staff to take the picture on an Exwick Ark camera.

Helpful hints:

- Planning for the week is on the white cupboard doors and in the staff room. Please have a look so you know what we have planned.
- If you volunteer to help with the washing up please ask about the correct cloths, bowls and brushes to use.
- If you have any comments to make or questions about our nursery please talk to a member of staff.

We take safeguarding our children and staff seriously. If you plan to help on a regular basis we will ask you to apply for a criminal records Bureau disclosure and to provide 2 references.

Should you wish to do training with us as a volunteer you will be interviewed by one of the managers. Then you will be assigned a member of staff to supervise your training and to put you through our 6 month induction programme. You will be able to access many training courses provided through Devon County Council. You will need to commit to volunteering in the setting on a regular basis (at a level appropriate to the training level you will be doing). The Exwick Ark will support you through your training and provide opportunity for Common Core Training when it is not provided by the Course provider.