



Policy reviewed on 6.6.2017

### **Policy on Volunteers, Student Placement and parent helpers**

**Aim: To ensure safety of nursery children at all times. To provide an environment where the community are welcome. To enhance the community by encouraging training in Early Years Care.**

The staff of The Exwick Ark are proud of the good practice which has been developed within the nursery. We are always keen to share this good practise with other early year's professionals or students considering a career in child care. We recognise that students often have much to offer our staff and children and can be an asset to the nursery. We also welcome volunteers, parents or others to help within the setting.

Whilst encouraging students and volunteers we must ensure the safety of the children in our care. Any adults visiting or working in The Exwick Ark will be carefully supervised by a qualified member of staff until the management are satisfied that they are able and suitable to work with the children unsupervised. This will include seeing/ obtaining a Disclosure and Barring Scheme (DBS) enhanced check, if the placement is to last for more than 2 weeks or 10 days in any academic year.

Volunteers, students and parent helpers will be shown around the setting by a senior member of staff and they will be directly responsible to a play leader. They will be asked to sign the visitors' book or student and volunteer hour's sheet (as appropriate) and wear an identity badge during each visit. A temporary staff/ volunteer induction programme for each individual will be established and monitored by their designated supervisor either Monica, Sharon or Sarah to ensure safe practise is adhered to.

Students and volunteers wishing to complete a placement at The Exwick Ark should write or telephone Harri Sharp explaining the purpose of the placement. Harri will reply and invite the student for an informal meeting. It will usually also be necessary for the individual to complete a short application form so that we have the necessary contact details. A play leader will be the point of contact with the student's tutor and will liaise with the tutor on the progress and assessment of the student during their time with us.

Sarah Emerton is our student/volunteer co-coordinator for the main room, and Monica Diedda will support students/volunteers in the Monkey room. All will work with students and volunteers to help and support individuals whilst at the Exwick Ark, and liaise with tutors keeping them informed about the students' progress.

Signed:



### 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 or office.
- 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 nursery.
- There is always something to do in our nursery e.g: washing clothes/toys, tidying up, cleaning, please ask if unsure

Please do not:

- Take children to the toilet on your own.
- Shout at or smack a child (even your own whilst in the nursery).
- Talk about the children outside of the nursery.
- 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 a nursery camera.

Helpful hints:

- Planning for the week is on the white cupboard doors in the monkey room and planning board in the giraffe 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 DBS check and to provide 2 references.