

**Safeguarding and Welfare Requirement:**

**Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.**

## **Volunteer Policy**

### **Policy statement**

Volunteers are parents or other adults working alongside the Pre School staff and students on work experience. We believe that the involvement of parents/carers and volunteers in children's education is vital and we encourage active participation. Volunteers may help in larger roles as directors and are involved in the decision making or smaller roles where volunteers help out with activities like cooking, ICT, art, Forest School, PE. All help support our Pre School Community.

### **Procedures**

#### **Child Protection**

- We require our Directors to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s). Volunteers that work with the children in a regular activity are also DBS checked.
- As part of our commitment to safeguarding directors and volunteers will attend an informal interview to establish why the person wants to work with young people and that they are compatible to the ethos of the Pre School. The Manager has the authority not to accept the Volunteer if they believe that it is not in the best interest of the children.
- We supervise students and do not allow them to have unsupervised access to children.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require volunteers to keep to our Confidentiality and Client Access to Records Policy.
- We provide volunteers, at the first session, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures. This includes our Child Protection Policy.
- Directors and regular volunteers are invited to our Child Protection training.

#### **Health and safety**

- We require that all volunteers sign in with their arrival time and sign out with their departure time.
- Volunteers are requested to wear our visitor badges for the entire length of their time with us. They must be visible to the children.
- We request that it is a volunteer's responsibility to report any Health and safety issues or faulty equipment to their room supervisor and on the Health and Safety sheet located in the Kitchen area.
- Students are told never to lift, carry or move a child in any way.

## **Confidentiality**

- Volunteers are requested to sign our confidentiality policy as part of their induction.
- Volunteers are reminded that all safeguarding concerns (including those regarding the Prevent Duty about a child are shared immediately with one of the DSL.)

## **Housekeeping**

### **Mobile Phones**

Mobile phones are not allowed in the main room of the Pre-School they need to be handed into the Office or locked away in a locker.

### **Tea/Coffee**

If you are in Pre School over the break period tea/coffee must be made and drunk in our kitchen area. At lunch time we are allowed to use the entrance hall or staff computer area.

### **First Aid**

Do not administer any First Aid to the children whilst you are with us. A number of staff hold certificates for Paediatric first aid. Please talk to your room supervisor if you are approached by a child with an ailment or injury.

### **Fire alarm**

On arrival on your first day you will be told about our fire evacuation. If the Fire bell rings, please make your way to the nearest exit.

### **Attendance**

If you find that you are not able to attend on a particular day you must phone by 8:00 a.m. each morning.