

**VOLUNTEERS POLICY & PROCEDURE**

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**Statement of Intent**

We realise the importance of volunteers and as such we welcome all parents and carers.

**Aim**

- We aim to demonstrate our commitment to volunteer helpers
- We aim to ensure fairness & consistency in our treatment of volunteers
- To inform volunteers of how they can expect to be treated and where they can turn if they feel things are going wrong
- It helps to ensure that the committee & staff fully understand why volunteers are involved and what role they have in the pre-school
- It enables the children to meet and work with a wider variety of people

New Millside Pre-school is a Rights Respecting Early Years Setting and has the UN Convention on the Rights of Child at the heart of its core values. We prepare the community to recognise the universality of children's rights and to support the rights of other locally and globally and ensure we have strong arrangements for protecting children from all forms of abuse and harassment

**In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.**

**Diversity**

The pre-school is firmly committed to diversity in all areas of its work. We believe that we have much to learn and profit from diverse cultures and perspectives and that the diversity will make this pre-school more effective in meeting the needs of the children and their families.

We are committed to developing & maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered & valued, & those with diverse backgrounds & experiences are able to participate & contribute.

**Why Help In Pre-School?**

Volunteers have a wide variety of experiences & skills which we are keen to discover & utilise as these can bring an added dimension to the session. We encourage volunteers to be actively involved in the pre-school, this has many benefits;

- The pre-school plays a more significant role in the local community
- Children get more help & attention
- Children make better progress
- Volunteers gain a better understanding of how the pre-school works
- A wider range of viewpoints contribute to the development of policies & procedures

**General**

New Millside operates an open door policy and parents/carers are welcome to volunteer for the whole or part of a session. Regular volunteers will be required to undertake a DBS check. If you wish to volunteer please contact the manager. On some occasions the pre-school may wish to no longer use the services of a volunteer helper. This should be communicated sensitively to the volunteer helper. If there is a dispute in this area, then the committee's decision will be final.

**What Sort of Help?**

The voluntary helper works in helping members of staff/committee to make the pre-school run effectively by carrying out various tasks. If you become a regular volunteer we would expect you to have an Enhanced Disclosure. If you are not checked you would not be left unsupervised or expected to take the children to the toilet.

Some examples are listed below, but the list is not exhaustive;

*Sessional Help;*

Reading (you would not be expected to read to the whole group)

Games, craft activities

Music

Helping at snack time

Washing up

Pre-school library maintenance i.e. repair books

Tidying & sorting cupboards & areas

Making dressing up clothes

**Time Keeping**

Please arrive promptly for the start of the session and let us know if you need to cancel. You will be marked in on the register so that if an emergency arises we know who is on site.

**Parking**

The car park is not to be used – please park carefully & considerately in Narbeth Drive.

**Toilets**

An adult toilet is available in the main room

**Emergency Evacuation**

A copy of the procedure is posted on the noticeboard. Please ensure that you know what to do if the fire bell rings. If a practice has been arranged – you will be informed.

**Safeguarding**

There are specific guidelines which must be followed in all cases where we suspect children may be 'at risk'. Any concerns should be discussed with the Pre-school Manager or Deputy – see our Safeguarding Policy.

**Physical Contact**

Physical Contact – *Please see Code of Conduct for Physical Contact*

**Behaviour**

The behaviour of the children is a strength of the pre-school and is based strongly on mutual respect

Working in a pre-school often opens up information which is of a confidential nature and, as professionals; all people working with us MUST respect this confidentiality. Should a volunteer helper become aware of a confidential matter when working in the pre-school, confidentiality MUST be observed.

Please ensure that matters relating to the welfare of all the children are not discussed. Should a parent ask questions about the ability or progress of any child, then they should be directed to the leader, deputy or their keyworker. This prevents any misunderstandings. There may be times when staff cannot give volunteers full background information regarding children due to specific medical or legal reasons.

**Dress Code**

Adults should be generally clean, tidy & modest in their dress, but be aware that painting & gluing could be involved. Long hair should be tied back. Jewellery should be safe and subtle.

