

West Hallam Village Pre-School

Parent, Volunteer and Student Policy

Volunteers and Students in Pre-School are asked to adhere to the following and Parents/Carers must also comply and if they are in the setting for a significant amount of time, for example, more than one full session, they must then also ensure the necessary paperwork is completed and all listed documentation has been read.

- Read through and sign the confidentiality agreement
- Read through and sign the safeguarding agreement
- Read through the fire drills located in our three specific areas and be aware of where the fire exits are
- Sign in as a visitor in our signing in book each time you attend and ensure that you sign out when leaving our area
- Wear the appropriate badge provided by the Pre-School
- Read the Pre-School policies on:
 - Promoting Positive Behaviour
 - Confidentiality
 - Valuing Diversity, Promoting Inclusion and Equality
 - Fire Safety and Emergency Evacuation
 - Health and Safety
 - No Smoking
 - Child Protection
 - Risk Assessment

It is advised to ask a member of staff if there are any queries regarding the above.

Safety and Hygiene:

- Do not lift any heavy equipment without help from a staff member
- Do not move or lift equipment around the children in the setting
- Do not answer any of the doors or telephones, a member of staff will do this. If there is no one within the area, please fetch one of our team
- Ensure doors are kept closed on safety locks where appropriate
- Close doors gently and quietly and ensure children are away from doors when going in and out of each area
- Wash hands with antibacterial hand wash

Working with the children:

For your own protection

- Please ensure that a staff member is always in the room with you if children are present.
- Do not take children to the toilet - only staff that have had the appropriate checks required by OFSTED are allowed to do this.
- If you wish to take your own child to the toilet, please mention this to a member of staff, who will ensure that there are no other children using our toilet area before allowing you to do this.
- Please do not leave an area without being accompanied by a member of our team. We have to respect that we share our area with Scargill CE Primary School and must respect the safeguarding of their children as well as our own.

The above does not apply to Students and Volunteers who have had the relevant Disclosure and Barring Service (DBS) checks carried out by the Pre-School and have joined the Update Service.

- Please place your mobile telephone in the safe located in the staff room upstairs. Calls may only be taken or made in an emergency, in an area away from the children. You must not operate any wearable technology whilst in the vicinity of the children, for example Smart Watches. These devices must not be used to take any images or sound clips of the children during the session.

Contact - Please avoid the following

- Picking up children
- Using physical contact to direct them to activities (you can offer a hand to them to take if they need reassurance or direction)
- Sitting on lap

Language

- Encourage correct manners, remember we are role models for the children so we need to be aware of our own language and manners
- Ask open-ended questions to allow children the opportunity to speak rather than just answering yes or no
- Avoid 'shouting' across the room to children or adults; approach them to speak (unless there is immediate danger to child or adult)
- Use praise and encouragement to build confidence in children
- Never shout at a child, call them naughty or discipline them. A staff member will deal with any behavioural or disciplinary problems in the setting

When writing name on children’s work

- Start their name in the top left-hand corner of the work
- Use correct letter formation
- Check spelling
- Encourage child to write their own name if they can, or offer to help them try

Volunteers within the setting

The Pre-School appreciates the Volunteers who offer help within our setting, but we must ensure that we comply with the requests of our landlord, Scargill CE Primary School, as our Volunteers can also be within their areas during time with us. Our Policy is that our Volunteers are welcome into our setting but must sign in at the Scargill CE Primary School main reception before coming to us and signing in again. They must then remember to sign out with us and exit via main reception, signing out there as they leave.

If a Volunteer becomes regular to the setting, then we must carry out a DBS check and the Volunteer must join the Update Service. Until this point, the above rules must apply, and the Volunteer will not be left alone with children.

All Parents, Volunteers and Students are required to sign a form to confirm that they have read and agree with this policy.

This policy was adopted at a meeting of West Hallam Village Pre-School Committee.

Held on (date)

Signed on behalf of the Pre-School

Chairperson Karen Pilkington

Content amended: 1 January 2019

Reviewed annually on:

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Agreement Form

I agree that I have read the above Parent, Volunteer and Student Policy and will adhere to it.

Signed

Full Name

Date

Content amended: 1 January 2019

Reviewed annually on: