**Meadow Nursery Volunteer Helper Policy**

On behalf of all at Meadow, thank you for volunteering at nursery. The nursery school values and appreciate your contribution and willingness to be involved.

**Policy Statement**

To provide parents and volunteers with clear opportunities, expectations, induction and guidelines for working in Meadow Nursery School

**Procedures**

• Parent helpers should not be put in a position where they are with a group of children on their own, without being in view of a full-time member of staff. Should you feel that you are put in a position of sole responsibility, please alert a member of staff immediately.

• Should a child require help with toileting, please alert a member of staff.

• All staff respect parents’ privacy and act confidentially regarding the wellbeing and behaviour of children within nursery. We ask that you also respect the need for confidentiality and ask that you do not discuss matters pertaining to individual children outside the nursery.

• Children within the nursery have different requirements, different needs and in some cases require special attention. Please be aware that all the staff are aware of these needs and have also undertaken training on how to cope with special needs. You are not expected and not required to discipline children. If you do notice any issues please alert a member of staff.

• The nursery adopts approach that uses positive language and encouragement when soothing minor problems such as sharing, snatching, minor disagreements and so on. The nursery believes that this is the most effective way of dealing with these issues. Please kindly respect and adopt this approach.

• It will be the responsibility of the staff to familiarise you with the fire drill, evacuation and lock down procedures and make you aware of where you can find the nursery procedures.

• We appreciate that circumstances may arise that prevent you from attending your prearranged session. If this is the case, please give the nursery as much notice as possible to ensure any change of plan may be implemented.

• If at any time you have suggestions or comments to make regarding the nursery, either complimentary or constructive, please do feed back to Miss Debbie Hill, Nursery Manager or Jo Hargreaves, Chairperson.

**All volunteer helpers must sign the Volunteer Helpers Agreement prior to**

**assisting in the nursery.**

****

Education, Encouragement, Enjoyment

****

# Meadow Nursery School

**Volunteer Helpers Agreement**

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

|  |  |
| --- | --- |
| Meadow Nursery School…  We agree to:   * Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children * Ensure that you are not alone with the group you work with and a member of staff in always in view * Share relevant information about the children you are working with * Let you know in advance the plan for the day and let you know if this changes. * Treat anything you tell us with confidentiality * Inform you of who the designated safeguarding lead is in case of a disclosure   We agree not to ask you to:   * Deal with difficult or challenging behaviour * Carry out a task that you feel unprepared to complete   Signed:…………………………………………  Date: …………………………………………...  **Nursery Manager** | Volunteer Helper: …………………….……..…… (name)  I agree to:   * Treat any information with total confidentiality * Inform the nursery school if I am unable to come in for any reason by 8.30am in the morning * Respect and always listen to the guidance of the nursery staff * Adhere to the nursery Safeguarding Policy referring any issues to the nursery staff. * Familiarise yourself with fire policy with guidance from staff * Alert members of staff if a child requires toileting * Disclose any criminal allegations to the Nursery Manager prior to starting as a volunteer helper * Not attend nursery if I have any symptoms of covid 19 - corona virus. Including but not limited to high temperature, loss of taste or smell, continuous cough. Or if I or anyone in my household has tested positive for covid 19 – corona virus.   I agree not to:   * Share any information about a child or member of staff with anyone outside the nursery school staff team * Use my mobile phone on the nursery premises   Signed:………………………………………………….…….  Date: ………………………………………………….………  **Volunteer Helper** |

|  |  |
| --- | --- |
| **This policy was adopted at a meeting of** | **Meadow Parents’ Association Committee Meeting** |
| Held on | March 2019 |
| Policy reviewed and amended | March 2020 |
| Date to be reviewed | March 2021 |
| Signed by Chair |  |
| Name | Jo Hargreaves |
| Signed by Nursery Manager |  |
| Name | Debbie Hill |