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NLCA, Aperdele Road, Leatherhead KT22 7QT

**Volunteer Helper Policy**

**Statement of intent**

At All Saints Preschool, we welcome the involvement of parents and carers who are prepared to give up their time to volunteer as helpers. We want to ensure that we set clear rules and boundaries for the safety and security of everyone and particularly the children.

**Aim**

We want to ensure that all adults in the setting who are not employed staff members understand what is required of them and what is and is not acceptable so as to avoid any confusion. We want to ensure that our policies are adhered to at all times and that the safeguarding of the children is kept paramount.

**Method**

We will ask all volunteers and those accompanying children during settling in periods to read and understand the following:

* Parents and carers are always welcomed. We will ask them to sign in at the beginning of each visit.
* We will make them familiar with our Safeguarding, fire drill, emergency evacuation and mobile phone policies.
* We have a free play ethos and try to keep adult initiated and adult-led activities to a minimum. Only staff members are to initiate group or one-to-one activities with the children.
* Volunteers must take direction from the staff. For example, if a staff member asks for quiet, the volunteer must also be quiet.
* Volunteers must abide by staff decisions at all times. If they would like to raise a question, we would ask that they do so at an appropriate time and not whilst staff are interacting with the children so as to cause minimum disruption.
* Confidentiality is very important to us. Volunteers must not discuss personal information about other families, children or staff with anyone outside of the setting.
* Volunteers will not be left unattended with the children. Any trips to the toilet, changing of clothes or other personal care duties will be carried out by staff.
* Volunteers must not physically lift or move any child (except their own) unless they are in immediate danger.
* Discipline of the children is to be dealt with only by staff members. If a volunteer witnesses an incident and feels that adult intervention is required, they must alert a staff member rather than dealing with the incident themselves.
* We expect volunteers to dress appropriately for the role they will be performing.

These rules and guidelines are in place for the protection of the children, the volunteers and the staff alike. We appreciate your understanding.

March 2022

To be reviewed March 2023