



# VOLUNTEERS AND STUDENT POLICY

Catkins Preschool

July 2022

## **Students, Volunteers and Parent Helpers Policy**

Catkins Preschool is a community based setting and we love to build strong relationships with our families and the wider community. Therefore, we welcome students from local education establishments into our workplace to receive work experience and childcare training. We also encourage parents/carers and their families of attending children to visit and carry out voluntary work with us. However, the welfare and development of the children is paramount, and the following guidelines should be followed.

- All students, volunteers and parent helpers should place their mobile phone in the tray provided in the kitchen for the duration of their visit.
- Students will only be accepted into the group after confirmation of their relevant course/work experience needed by way of a referral letter from their educational establishment.
- All students, volunteers and parent helpers should sign in the visitor's book and sign to say that they have read and understood the terms in this policy.
- They will receive a verbal induction as deemed necessary. Long term students/volunteers will receive a full induction and may be subject to vetting procedures, the same as new staff.
- Short term volunteers/students and parent helpers will always work under the constant supervision of a qualified/experienced member of staff and are never left alone with any child/or groups of children. They are not included in the adult/child ratios, and they must not take children out to the toilets on their own.
- Volunteer parents/carers must take full responsibility and due care for their own younger/older siblings that may be visiting with them.
- Students, volunteers and parent helpers will not be subject or have access to confidential information regarding any child, their families, member of staff and they will keep confidential any sensitive information regarding the children, their families or other staff which is learned during the placement.
- Any student/volunteers who are receiving work experience and childcare training will be given a copy of this policy and be asked to sign that they adhere to the above.
- In case of a Fire Evacuation Procedure everybody in the building will need to congregate at the back of the hall to exit through the Fire Exit Door.