



Students, Volunteers, Parent Helpers and Agency Staff Policy

Statement:

Pippins Preschool welcomes volunteers and students to encourage training and work experience in the Early Years sector.

We also recognise that, on occasion, outside staff may be required if our own bank staff and volunteers are unavailable to help us.

Aim

- It is important that persons who are not employees of Pippins Preschool are supervised at all times, are made to feel welcome and part of the team and encouraged to participate in the day to-day running of Pippins Preschool.

Employees of Pippins Preschool include

- Full time staff
- Part time staff
- Zero hour contract Bank staff
- Apprentices

Non-Employees of Pippins Preschool include

- Agency staff
- Volunteers
- Students
- Parent helpers

Procedure

- The person in charge of the setting (**Nicola Setford**) is responsible for ensuring all employees are registered to work on the premises. Two references are required and DBS checks are carried out. If we urgently require staff, they may be required to start working at the preschool before these checks are completed. These staff will be supervised by registered and DBS checked staff at all times and must never:
 - Be left unsupervised whilst caring for children;
 - Take children for toilet visits unless supervised by registered staff;
 - Change nappies;
 - Be left alone in a room or outside with children;
 - Administer medication;
 - Administer first aid;
 - Take photographs of any children;

- Look at a child's learning and development journals;
- Have access to children's personal details and records.
- All non-employees staff will sign in and out of the Visitor's Book as well as on to the Staff Register;
- All non-employees will undergo an induction on arrival at the setting which will explain the Fire and Emergency Evacuation Policy as well as the Acceptable Use of Technology Policy, Whistleblowing Policy and the Confidentiality Policy;
- All non-employees of Pippins Preschool will sign a form stating they have received and understand the above information;
- Volunteers who are to become regular volunteers at the setting, will be DBS checked and have reference checks carried out through Pippins Preschool and will have read, understood and agreed to all of our policies;
- Bank staff who we regularly use, will be DBS checked and have reference checks carried out through Pippins Preschool and will have read, understood and agreed to all of our policies;
- Agency staff will have had DBS checks and reference checks carried out through the agency who supplied them. They will be required to sign a form to state they have been introduced to our Confidentiality Policy, Acceptable Use of Technology Policy, Whistleblowing Policy and Emergency Evacuation Policy;
- Volunteers, students and agency staff will be introduced to the Designated Safeguarding Leads;
- All staff at Pippins Preschool will be introduced to volunteers, students or agency staff and explained of the situation, for example, if they need to be supervised at all times or if they have had the required checks;
- All new student, volunteers and agency staff will be introduced to the children at circle time;
- We only recruit one student or outside volunteer at a time to avoid the duties and attention of the permanent staff being diverted. More than this places undue pressure on the staff of Pippins Preschool;
- Students and people on work experience will not be counted in ratios;

Students and unregistered volunteers or agency staff Must NEVER

- Administrate medication;
- Administrate first-aid;
- Open the door to anyone;
- Complete the signing-in and signing-out register;
- Let a child leave the premises;
- Take photos of the children;
- Have access to the children's personal information or learning journals;
- Be left unsupervised with the children in the classroom;
- Be left unsupervised in the garden
- Be left unsupervised in the bathroom;

- Change the children if they have had an accident, change nappies or assist with toileting.

Students

- Students are encouraged to contribute to the Preschool's routine and to spend some time in each of the areas;
- Students are also encouraged to lead the occasional circle time, organise activities and read stories if they feel confident enough to do so;
- Any forms observations or records that need to be completed for the student will be done so by a senior member of staff;
- We speak to the Designated Person at the student's school or college to ascertain the suitability of that young person;
- We enquire into anything we should be aware of with regarding the young person and our duty of care to them;
- Where possible we arrange to interview with the young person to help prepare them.

Parent Helpers

- Parents are invited to attend sessions at Pippins either to just join in with the children's play, or to plan an activity, read a story etc.;
- All parent helpers are required to read and agree to the following:-
 - Parents are not to assist children in the bathroom or change children's nappies;
 - Parents must not administer first aid;
 - Parents must not take photos of the children;
 - Parents must not have access to the children's personal information or learning journals;
 - Parents must treat anything they hear at the preschool regarding another child or member of staff as confidential;
 - Information about children or staff should not be discussed outside of the preschool including on social networking sites;
 - Be introduced to our Acceptable Use of Technology Policy, Emergency Evacuation Policy, Whistleblowing Policy and Confidentiality Policy;
 - Parents are not to be left alone with children other than their own child;
 - Parents who are concerned about anything they see or hear at the preschool should discuss this with the manager immediately or, alternatively, can contact Ofsted directly at www.ofsted.gov.uk or call them on 0300 123 3155;
 - Parents must leave their bags in the kitchen and their mobile phones and mobile phones in their bags in the kitchen area.