



Adult Volunteer Helper Policy

Crofton Early Learners believe that adult helpers can make a very valuable contribution to the life of the preschool in a variety of ways. The assistance offered by voluntary helpers is utilised wherever possible to enrich the curriculum offered to the children and to practitioners to discharge their duties more effectively.

Sensitive issues:

- The Leader/Deputy must ensure that the adult helper appreciates the need for confidentiality about children and staff whilst they are carrying out their tasks in the setting;
- The Leader/Deputy must be satisfied that adult helpers working with the children have the personal qualities required to relate well to them
- The Leader/Deputy must consider carefully which children it is appropriate for adult helpers to support and supervise
- It is not always appropriate for adult helpers to support children with special educational needs. We recognise that working with certain aspects of special educational needs requires a high level of skill and appropriate training e.g. children with specific learning difficulty.

GUIDELINES FOR ADULT HELPERS

These guidelines are designed to help voluntary helpers in Crofton Early Learners, although it is recognised that discussion with the Leader about any specific tasks to be undertaken is essential.

Constant help is very valuable and greatly appreciated

All voluntary helpers are expected to respect the need for confidentiality about children and staff whilst they are carrying out assignments in the preschool.

Signing in

When helpers arrive in the preschool, they must ensure that a staff member signs them in on arrival and out on departure on the appropriate page in the register. The signing-in sheet will give the date and time of arrival/departure.

Working with Children within the Preschool

- Do not touch the children, even to console them. It is forbidden by law to administer any form of corporal punishment.
- Adult Helpers must not work in a one-to-one situation with a child.
- Ensure you know the safety procedures for handling any special tools or equipment etc.
- Children should not switch on and off electrical equipment, or carry heavy or potentially dangerous equipment.
- If the children are doing something creative, remember it is the child's work that is the objective of the exercise, not yours!

Behaviour

We expect the children to behave courteously and display good manners at all times.

- Positive encouragement and fairness are an important part of developing good relationships with children. It is essential for the adult to command respect by example – shouting and negative comments are counter-productive and must be avoided.

Crofton Early Learners is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Accidents and First Aid

All minor injuries must receive the treatment required. Please refer any injury to one of the practitioners immediately.

Safeguarding

It is our duty to ensure that the children at Crofton Early Learners are provided with a secure environment, where they feel safe and are kept safe. All adult volunteer helpers must recognise that safeguarding is everyone's responsibility irrespective of the role they undertake.

Extremism and Radicalisation.

There is no place for extremist views of any kind in the preschool. Adult volunteer helpers must recognise that if we fail to challenge extremist views, we are failing to protect our pupils. Any prejudice, discrimination or extremist views displayed by an individual are in opposition to the preschool's values and ethos and will be challenged.

Code of Conduct

Volunteer helpers are required to abide by the staff code of conduct and as such they must dress appropriately in a professional manner, not have access to their mobile phone whilst the preschool is in session and adhere to preschool procedures under the guidance of another adult. All volunteers will be given the preschool's safeguarding and child protection policy and made aware of and follow the preschool's procedures.

Other

All adult helpers must have a DBS check before commencing voluntary help in the setting.

Adult helpers will be asked to acknowledge they understand the guidelines for being a voluntary helper at Crofton Early Learners by signing a declaration.

This policy was adopted at a meeting of

Held on

Date to be reviewed

CROFTON EARLY LEARNERS

JULY 2020

MAY 2023



ADULT VOLUNTEER HELPER POLICY

VOLUNTEER DECLARATION

I acknowledge that I understand and agree to abide by the guidelines for working as an Adult Volunteer Helper at Crofton Early Learners as set out in the policy:

Name of Adult Helper:

Signed:

Date:
