

Guidelines for Volunteers/ students / Parent Helpers

West Hill Pre-school appreciates and welcomes your help and support.
If you are unclear what you should be doing at any time please ask the Play Leader.

If you decide to help on a regular basis you must hold or apply for a CRB check.

Important rules:

Visitor's book - sign in on arrival and departure.

Toileting - please remember you are not allowed to take a child, other than your own, to the toilet.

Mobiles - must be in the cupboard or on the side. You must check with the Play Leader if you wish to use/answer it during a session.

Confidentiality - maintain as per our 'confidentiality policy'. You must not 'gossip' about anything confidential you have observed within the setting in relation to staff or children.

Safe-guarding children-you must not be on your own with child/children at any time. If child tells you something of concern, try to subtly encourage a member of staff to come and listen or if not tell the Play Leader immediately afterwards. Do not ask leading questions, only listen and offer affirmation. Do not pass judgement. Be clear of facts as you may have to document afterwards.

Physical contact - obviously we welcome a friendly approach to our children, but you must not lift them.

Discipline - please refer all discipline issues to a member of staff.

Personal beliefs - please remember children come from all backgrounds and beliefs you must accept everyone as equal.

Role:

Here are a few jobs which always need to be done:

- If possible, please arrive early to help get out toys and equipment for the start of the session (this allows the Play Leader time to concentrate on final planning preparation and daily paperwork.)
- Prepare children's snacks and drinks ready for snack time.
- Be an extra "pair of eyes" to avoid ongoing risks occurring - tidy up scissors, shut and lock playroom door, ensure children keep their shoes on etc.
- Join in! Play, sing, read, have fun!
- Wash up paints, brushes etc as necessary. Wash up after snack time, and ensure the kitchen is left clean and tidy.
- From 11.10am onwards, help put toys and equipment away.
- Help give 'artwork' out etc. ready for home time.

THANK YOU! We really do appreciate your help and hope very much that you enjoy your time with the children at West Hill Pre-school.