

Tulips Day Nursery

Policy for Volunteers in Nursery

POLICY FOR VOLUNTEERS IN NURSERY

Aims

- ◆ To build positive relationships with all the adults who help in nursery.
- ◆ To value and use to advantage the expertise, talents and interests of adults who come into nursery.
- ◆ To enable the children to meet and work with a wide range of people.
- ◆ To facilitate individual and small-group work under the teacher's supervision and guidance.

Practical Considerations

Who helps?

At the nursery, we welcome adults into nursery as helpers. These could be parents, grandparents and other relatives of children in nursery, family friends, members of the local community, and people who have a particular talent, expertise or interest in a class- or nursery based topic.

When?

The Manager is responsible for Parental Involvement in nursery and for organising class helpers. Helpers are recruited at the beginning of each year in response to a general letter from the Manager or through personal contact by the teachers. Replies to the letter are distributed amongst the staff by the Manager. Individual teachers then contact their helpers and make their own arrangements.

Some helpers might be new to nursery others recruited from previous years. Potential helpers can approach the nursery throughout the year. Similarly, if a need arises for extra helpers or helpers with a specific expertise, a further letter will be sent out.

Adults help in nursery throughout the nursery day. They could be asked to help with a range of activities and tasks in and out of the classroom, depending on their preferences and skills. Arrangements are made for adults, who are unable to come into nursery, to take tasks home.

Group helpers might stay with the same class teacher or move with their child's group in successive years.

All helpers are required to be familiar with the following nursery routines and practices.

- ◆ Helpers should sign the Visitors' Book so that their presence on site is known. They should sign out on departure.
- ◆ Helpers should be supervised adequately whilst on site.
- ◆ Helpers should be provided with, and required to use, any personal protective equipment necessary to safeguard their health and safety.
- ◆ Helpers should be aware of the Fire Safety Procedures.
- ◆ Helpers should notify the nursery if they are unable to come in.
- ◆ Confidentiality and discretion are very important. Helpers should not discuss a child's work or behaviour with the child's parents or anyone outside the nursery.

Clearance

All helpers, who have regular contact with children, are expected to sign a consent form authorising a police check.

Further Information

Useful Documents and Resources

The Stationery Office

Education (Teachers) Amendment Regulations 1998:
Action Note 07/98