



Information for volunteers

AIMS: to develop and extend our partnership with parents, carers and the community
to enrich the curriculum and learning environment for the children
to provide support and training for volunteers.

CONFIDENTIALITY AND CHILD PROTECTION

Working in our setting puts you in a privileged position. You will observe children and staff at work and you will become aware of the varied needs and achievements of individual children. We hope this sheet answers some of the common questions that volunteers ask. Please do not hesitate to ask for further information from any of the staff.

What do I do if a child has an accident or needs help with the toilet?

If a child has an accident and needs help with the toilet please let a member of staff know at once. Only members of staff are allowed to administer first aid or change children's clothing. For your own safety, please make sure that you are never alone with a child. We keep a record of accidents and may need to seek further advice from a first aider or call the parent. We do not give medicines (including cough/throat sweets) to any child unless there has been prior arrangement with the parent.

What do I do if a child is upset or wants a cuddle?

It is only natural that you should comfort a child who is distressed but we would ask you to alert a member of staff where possible. Some children may want to sit on your knee as you work together. Please gently discourage this and make sure that the child sits in the same way as others in the group.

What do I do if a child says something worrying about other children or adults?

Please do not question the child but report to a member of staff as soon as possible. It may be useful to note the exact words the child uses if you can.

RULES AND EXPECTATIONS

What should the children call me?

Please tell us what you would like to be called by the children and staff members will use this name to introduce you.

What do I do if I overhear a child making an upsetting remark about another child or adult or swearing?

Please tell a staff member as soon as you can.

What do I do if a child refuses to do as I ask?

We expect everyone, both children and adults, to speak politely to each other at all times. Please try to praise as much as you can and focus on the positive behaviour and achievements. All

children are often reminded of the rule to follow instructions. Please repeat your instruction or request firmly. Should the child still not respond please refer him/her to the teacher. Please do not shout!

How can I help?

You can help in many ways. Talking to the children as they explore activities is one of the most valuable ways of helping children to understand language and develop their vocabulary, confidence and personal skills.

Specific ways of helping include:

sharing stories, poems and songs with individual children
supervising a group activity, for example building with bricks
playing board games which involve sharing and turn taking
cooking activities.

You may prefer to help in a more general way, such as:

tidying the library
making books for writing corners
laminating resources
sharing specific skills, for example musical
mending broken boxes, sewing dressing-up clothes
accompanying groups on visits
becoming an active member of the committee.

How do I know what I am going to do?

It is important that you are in the room when the teacher is explaining the activity to the children so that you can understand how the activity will be achieved. The teacher may sometimes ask you to complete a sheet showing which children have completed the activities.

PRE-SCHOOL PROCEDURES

Confidentiality

Everything that happens in the Pre-School is confidential and must not be discussed with anyone other than members of staff. Sometimes a parent may ask you for your opinion about their own or another child, a member of staff, the behaviour in the class or a Pre-School procedure. They may request a telephone number or address of another child, a comment on a child's progress or information about an incident that has happened during the session. Please refer them to a member of staff and do not discuss any issues with the parent.

Signing in

All adults should sign in and please remember to sign out again when you leave. We need to know who is on site for security and fire safety reasons.

Personal items

The Pre-School cannot take responsibility for your personal items and you should keep all personal items with you. You can usually keep your coat in the staff cupboard. Please remember to switch off your mobile telephone during your time in the Pre-School. Also remember the no smoking rule. You are welcome to use the staffroom. Please help yourself to tea or coffee. Contributions towards the coffee/tea fund are always welcome!

Thank you again for your help.