

Cockenzie Nursery

Policy on Volunteers/Helpers



East Lothian Council

Fiona McNeill

November 2014

Introduction/Background

At Cockenzie we welcome the role that parents and volunteers can play in supporting our staff and pupils. We encourage help in a variety of ways such as on educational/sporting excursions, library visits and classroom assistance. In addition we try to take account of specific skills that parents have and invite them into schools as appropriate. However, when doing so we have to take the following points into account:

Procedures for Volunteers

- The teacher in charge should make the helper aware of our Child Protection and Confidentiality policies.
- Helpers who have not been 'PVG' checked should not be left unsupervised.
- Helpers should not change children who wet or soil themselves.
- It may not always be in the child's best interest for their parent/carer to help in their class.
- The teacher should be clear about the way in which he/she wishes the helper to assist.
- The teacher should, briefly, inform the helper about the behaviour system in place and let them know if they are expected to have a role in implementing these.
- The teacher should only share necessary information about pupils with helpers, e.g. severe allergies
- When going on an excursion out of school it would be good practice to provide the helper/s with a list of children who are in their group and any other relevant information such as a timetable for the day, which member of staff to inform if they are having any difficulties, a note of any children who may require medication/inhalers etc.

- Volunteers / helpers will be asked to sign a form that ensures they have read this and any other relevant policies, been informed of the fire procedures and that they understand that they should not discuss nursery children with anyone apart from the nursery staff or out with the nursery setting.
- Volunteers / helpers are also required to sign a form to confirm that there are no legal reasons that would prevent them volunteering to work with children.