

BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1029927

USE OF VOLUNTEERS

The Preschool makes full use of all volunteers who offer their services to us:

Setting Ethos:

Our first responsibility is to the children in our setting and their welfare is paramount. All adults either paid or unpaid have a responsibility to safeguard and promote the welfare of the children by providing a safe and supportive environment which secures the well-being and very best outcomes for the children in our care.

- All regular visitors will be given an induction session with the Preschool manager or deputy. During the induction they will go through the Preschool policy and procedures including safeguarding and confidentiality and they will receive copies of the policies to read.
- Each new person who will be working on a regular basis with the children, will book a session with the settings SLP (Safeguarding Lead Practitioner) or DSLP (Deputy Safeguarding Lead Practitioner) who will go through the guidance set out in '**Safeguarding in Early Years and Childcare**' folder in detail, answer any questions and access dates and book them on to an 'Introduction to Child Protection' course.

All adults working with children whether paid or unpaid must:

Understand that they are in a position of trust and have a 'duty of care' to keep children safe and protect them from harm. This means that all adults have a duty to report child protection or welfare concerns to the Preschools' SLP, DSLP, Children's Services or the police and will follow the guidance set out in the Preschools' Safeguarding policy and adhere to the Preschool Code of Conduct, and the Preschool Use of Mobile Phones, Digital Photography & Social Media Policy.

- Take opportunities to discuss safeguarding policy and practices and refresh themselves on a regular basis about the Preschool's Safeguarding policy to ensure they know what to do if they are worried that a child is being abused.
- Report safeguarding concerns about anyone working in the Preschool to the manager following the Preschool's procedure regarding Whistle-blowing.
- Report any safeguarding concerns about any child to the SLP or DSLP, who will make a professional consultation or referral.

All regular volunteers will receive a Student/Volunteer pack that gives a brief description of the preschool, the Early Years Foundation Stage, how it is

Reviewed & Adopted at meeting 11/12/2017

supported through play, what happens on a daily basis, what they can expect from us and what we will expect from them, an emergency contact sheet and a confidentiality contract.

We acknowledge the support of Committee members, who offer their time and energy to keep the Preschool running and on occasions, as they are fully DBS checked can cover for absence or sickness of staff.

The Preschool has a voluntary rota to enable parents and carers to come along and join in with the preschool sessions. Because of restricted space in the mobile, only one person with one child visitor will be accepted per session.

It may be necessary for some volunteers to be interviewed informally to assess their suitability. Volunteers who have not had statutory checks made on them will not be left alone with the children, or allowed to take any child to the toilet.

All volunteers have access to Preschool Learning Alliance and other relevant training opportunities.

In the past, Preschool has made use of volunteers from the following groups:

Norfolk Constabulary;
The Library Service;
Dental Care Service;
The Post Office;
Norfolk Museum services,

and talented parents, who have brought along their very special skills to entertain and teach us.

These parent volunteers are essential for fundraising, social events and outings. Agreed out of pocket expenses will be reimbursed.

The Preschool will continue to seek out and use all the services and skills available, offered willingly and greatly appreciated.

Signed:

Chairperson

Manager

Date;

Date for next Review: