



Sherwood Pre-School

Community. Learning. Progress.

VOLUNTEER POLICY

Volunteers play a very important part in this setting. The individual skills and experiences that they can offer are welcomed and valued by both staff and children. Although volunteers are not included in the staff/child ratio the children do benefit from having additional adults in the setting.

- Volunteers that help in the setting on a regular basis are required by OFSTED to have police checks carried out by the disclosure barring service. Volunteers who help out occasionally do not have to undergo these checks but will not be left unsupervised with the children at any time.
- Sherwood preschool is registered to accept children from the ages of 2 years and therefore children of volunteers under this age will not be allowed in the setting.
- Volunteers are asked to familiarise themselves with the policies of the setting as these form the basis of good practise.
- Volunteers will be entered on the register so that in the case of an emergency evacuation they can be accounted for.
- Volunteers will be given specific tasks and direction in order that they feel comfortable and part of Sherwood Preschool.
- Volunteers are requested to report any concerns regarding bruising, marks or inappropriate behaviour, by a child, to a member of staff or the manager.

OUTINGS - Refer to outing policy

The children's safety is paramount and therefore when taken out of the setting an adult to child ratio of 1-2 is required – one hand for each child! In order for any outing to take place the setting will need the help of many parents, carers and volunteers.

For information and protection of both volunteers and children the setting will adhere to the following:

- Details of the outing will be given to the volunteer in advance in order that they can familiarise themselves with the routine and expectations of the day.
- Each volunteer will be linked with a member of staff.
- The volunteer will always be accompanied by a member of staff.

VOLUNTEER AGREEMENT

NAME.....

ADDRESS.....

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I confirm that I have read and understood the Sherwood Preschool's policies and procedures and am in receipt of the Volunteer Guidelines.

Signature

Date.....

Manager's Signature.....

I have read the policies and procedures of Sherwood Pre-School and agree to work according to these.

SIGNED.....

DATED.....

