



## Magdalene Preschool

### Volunteer Policy

#### Policy statement

Volunteers play a very important part at Magdalene preschool. The individual skills and experiences that they can offer are welcomed and valued by both staff and children. Volunteers are included in the staff child ratio the children benefit from having additional adults in the setting, if they are aged over 17 years and deemed experienced and capable

- Volunteers that help at Magdalene on a regular basis are required by OFSTED to have police checks carried out by the Criminal Records Bureau. Volunteers who help out occasionally do not have to have these checks but **will not be left unsupervised** with the children at any time.
- Volunteers' children will not be able to stay.
- Volunteers are expected to familiarise themselves with the policies of Magdalene preschool as these form the basis of good practice and must sign a volunteer agreement and abide by the policies and procedures for the day to day running of pre-school
- Volunteers must sign in and out when arriving and leaving 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 the session.
- Volunteers are requested to report any concerns regarding bruising, marks or inappropriate behaviour, by the child, to the manager or deputy manager.
- Volunteers will raise any concerns immediately directly with the setting Manager
- Volunteers will be punctual and take part in setting up and clearing away at the start and end of the session
- Magdalene preschool do not accept volunteers whose children are at the setting.

#### Volunteers helping on outings

The children's safety is paramount and therefore when taken out of the setting an adult to child ratio of 1:2 is required. In order for any outing to take place the setting will need the help of parent/carers, staff and volunteers.

Signed.....

On behalf of the management committee

Date.....