



FOREST ROW COMMUNITY PRE-SCHOOL
21 PROCEDURE FOR VOLUNTARY HELPERS
AT PRE-SCHOOL SESSIONS

There are three different types of volunteers:-

1. Long term, regular volunteers.
2. Students.
3. Helping mums/dads/carers.

All staff and committee members should be as helpful as possible to volunteers. When volunteers start helping at pre-school they should be issued with the pre-school handbook and asked to read the pre-school policies. No volunteers, unless they are police checked, should be alone with any of the children, nor should they take children to the toilet.

Long term, regular volunteers

Long term regular volunteers should be police checked. Once they are police checked they can be taken into account in the normal staffing ratios as long as they are 17 years or over. Long term volunteers should follow the same induction procedure as a new member of staff.

Students

Students on short term placements may not be taken to account in the normal staffing levels. Students whose placement is for a longer period, e.g. a year, may be taken into account in the normal staffing ratios as long as they are 17 years or over. Students should be allocated a mentor from the regular staff.

Helping mums/dads/carers

Generally helping mums/dads or carers will not be included in the normal staffing ratios. However, as they are regular volunteers, in emergency they will be included in the normal staffing ratio. Emergencies - for example when it is not possible to cover the absence of regular staff with the emergency cover staff or when during a session an incident occurs that one of the staff has to leave pre-school.

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	April 2007	March 2008