



16. PROCEDURE FOR VOLUNTARY HELPERS IN 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 given a tour of the setting by the supervisor and made aware of all important health and safety issues including the emergency evacuation procedure. No volunteers, unless they are DBS checked by our setting, should be alone with any of the children, nor should they take children to the toilet, or answer the door. (Only permanent members of staff may open the front door).

Long term, regular volunteers

Long term regular volunteers should be checked by the Disclosure and Barring Service. 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 new members of staff.

Students

Students on short term placements may **not** be taken into 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.

Updated	Reviewed	Next Review
April 2016		April 2017
	March 2017	March 2018
	September 2017	September 2018

Chair of the Committee's signature:

Supervisor's signature:

Deputy's signature:

Date: