



# CHOLSEY PRE-SCHOOL POLICIES

## Volunteer Code of Conduct

<b>Issue date</b>	<b>Reviewed By</b>	<b>Approved by</b>	<b>Next review date</b>
July 2019	Committee	RC	July 2020
Sept 2020	Committee	RC	July 2021
July 2021			

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## Volunteer/Visitor Code of Conduct

Thank you for coming to help at / visit Cholsey Pre-School. Here is some guidance that we hope will help prepare you and expectations we would like you to agree to. If you are not sure of anything, please ask a member of the staff.

### Signing in

Please make sure that you sign in and out at the Pre-School by notifying a member of staff and wear a visitor badge at all times.

### Supporting Children - For Volunteers only

At Cholsey Pre-School, we encourage parents, grandparents and other members of the local community to participate as volunteers in the Pre-School in a variety of roles. Volunteers can have a significant role in providing a safe and enjoyable environment for our children. We believe that Cholsey Pre-School is a better place, and the education of our students greatly enriched, through the work of our volunteers.

The group leader will explain the focus for the activity or session. You may be asked to support in any of these ways:

- To sit alongside a child/group of children and observe what they are doing;
- To reassure and encourage a child/group of children, for example smiling, giving eye contact;
- To help a child/group children with their task or activity;
- To help the child/group of children move on with their learning by prompting “What else could you try?”, “What could you do next?”;
- To use open questions to extend the children’s learning further e.g. “How do you think .....?”;
- To help the child/children make themselves clear by, for example, rephrasing children’s responses “Do you mean.....?”



- When supporting children please make sure you use the methods demonstrated by the teachers. If in doubt, ask!

Please try to encourage the children to carry out their task or activity independently otherwise they may feel that it is not their work.

### Children's Behaviour

Children are encouraged to have a responsibility for their own behaviour. They are being taught to respect the rights and feelings of children and adults in Pre-School. The emphasis in Pre-School is on expecting, noticing, and praising positive behaviour. Any difficulties or concerns should be reported to a member of staff.

### Safeguarding

Cholsey Pre-School staff and volunteers have a responsibility for, and are committed to, safeguarding and promoting the welfare of children and young people. Please familiarise yourself with our Safeguarding Policy, both of which are available to read in the Pre-School or online. If helpers in Pre-School have concerns about the safety or welfare of a child, they must speak to a member of staff. Helpers who have unsupervised or regular contact with children must have a DBS certificate and Ofsted EY2 but we shall help to organise this for you, if it is appropriate.

### Confidentiality

Any information about the Pre-School and the children that you hear about in your role as a Pre-School volunteer is strictly confidential and must not be shared with anyone outside school, including with the pupil's parent or carer, or included on social networking sites. All members of staff have an obligation to share with the Pre-School's manager any information which gives rise to concern about the safety or welfare of a pupil. You must never promise a pupil that you will not act on information that you are told by the pupil. See Safeguarding Policy.



## Health and Safety

Should it be necessary to evacuate the school building for fire, bomb threat or any other reason, the alarm should be sounded by breaking the Emergency glass and following the instructions on the FIRE ACTION notices.

Assembly Point: Playground

- On hearing the alarm, the adults in charge of children should take their individual child, group or class out of the building by the nearest and safest fire door and go immediately to the Assembly Point.
- Children must walk quietly and line up on the playground silently.
- Other staff and visiting adults should also make their way to the Assembly Point using the nearest and safest fire door and report to a member of the Office Staff.

## Tea / Coffee

Please do help yourself to tea and coffee in the kitchen area or ask the member of staff using the area.



***This Page to be printed and signed by each volunteer. Signed copy to be filed by Cholsey Pre-School.***

Please sign below to indicate your understanding and agreement, and return to the Pre-School Manager. We hope you enjoy your time with us.

As a volunteer at Cholsey Pre-School:

- I agree to act safely, responsibly, and within the law when volunteering in Pre-School.
- I agree to treat children, staff and other volunteers with courtesy and respect, and to support an environment free of harassment, exploitation, discrimination and fear.
- I understand that a few key volunteer positions require that I have regular contact with pupils. If this is required, I will be asked to undertake a DBS assessment and Ofsted EY2.
- I agree to share with group leaders any concerns that I may have related to student welfare and/or safety. The Designated Safeguarding Leads are Becky Heal and Faye Turner.
- I agree to wear appropriate Pre-School issued identification whenever required by the school.
- I agree not to smoke (including eCigarettes) or use tobacco products while volunteering and/or on Pre-School premises.
- I agree not to be under the influence of alcohol or drugs at any time while serving in a volunteer capacity.
- I agree to observe confidentiality in respect of sensitive and/or personal information gained through participation as a volunteer. This includes any use of social networking sites.
- I agree to conform to the Use of Information Technology, Mobile Phones and Cameras Policy including not to use a mobile phone, or any other personal device, to capture images on the school premises. If, for any reason, a mobile phone needs to be on, this must be with the permission of the Pre-School manager. We are happy to look after your phone at the desk or in a safe place and to let you know straight away if it rings.

Name:

Signature:

Date: