

## Excellence In Crewe Ltd

### Adult Volunteer Helpers Policy

#### Rationale

At EIC Ltd, we want our company to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our companies policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The company has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full-time or part-time staff employed by the company:

- Teachers;
- Teaching assistants;
- SEN assistants;
- Nursery nurse;
- Caretaker;
- Cleaners;
- Dinner Supervisors
- Secretaries
- Librarian

Adult Workers employed by another organisation:

- Peripatetic music teachers;
- Trainee teachers;
- LEA advisors and inspectors;
- Health visitors
- Grounds maintenance Staff
- Contract Workers (for example an electrician or heating engineer).

Volunteer helpers:

- Parents of other adult helpers working alongside the Pedagogue/Teachers/ Day care Co-ordinator/ Supervisor
- Students on work experience.

This policy sets out the arrangements for volunteer helpers only.

## **Guidelines**

### **Volunteer Helpers**

Volunteer helpers support the company in a number of ways, including:

- Supporting individual pupils;
- Hearing pupils read;
- Helping with settings organisation and preparation of resources;
- Helping with the supervision of children at play/outings
- Helping with group work;
- Helping with practical activities.

Volunteer helpers must not undertake the following activities:

- Take responsibility for all or some of the whole groups;
- Change very young children, or supervise them changing;
- Supervise children in specialist activities.
- Take children off site without a daycare supervisor

The responsibility for the health and welfare of the child remains with the Daycare supervisor at all times.

### **Signing In**

When helpers arrive at the setting they must sign in at the reception desk. They will be given a visitors badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

### **Police Checks**

For the children's safety, volunteer helpers maybe required to have police clearance before they work in the setting.

The daycare co-ordinator has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

### **Monitoring and Review**

The day-to-day monitoring of this policy is the responsibility of the EICP Daycare co-ordinator. The head teacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

This policy will be reviewed by the directors annually.