



## **VISITOR/VOLUNTEER POLICY**

Fusion Childcare Services is committed to providing a safe and secure environment for the children in our care. We welcome Visitors and Volunteers, but we must ensure that this will not have a detrimental effect on the children and that all Visitors and Volunteers have a valid reason for visiting. Accordingly, when Visitors and Volunteers arrive at Fusion, we will follow the procedure set out below:

- All Visitor/ Volunteers must sign the Visitors/Volunteer Log, with the reason for their visit recorded and sign out when they leave.
- All Visitors must read and adhere to the Welcome Information and are shown where the fire exits are and assembly meeting points, in accordance with our Fire Safety Policy.
- All Visitor/Volunteers will hand their phone in and place it in the staff phone box and sign to confirm this has been done, in accordance with our Safeguarding Policy and Mobile Phone and Internal Communications Policy.
- Visitors/Volunteer must wear a Fusion lanyard/badge identifying them as a visitor/Volunteer of Fusion.
- Fusion requests all Visitors/Volunteers to bring a type of photographic identification so the identity of the Visitor/ Volunteer will be checked and visually verified by the Manager.
- If staff require further reassurance of the identity of the Visitor/Volunteer they will telephone the employing organisation of the visitor eg: Ofsted, Local Authority, Environmental Health Department, etc for further confirmation. If this is not possible, staff will seek the advice of the Director about next steps.
- Visitors/Volunteers will never be left alone or unsupervised with the children.
- If a Visitor/Volunteer has no reason to be on the premises, they will be escorted off site. If the Visitor/Volunteer refuses to leave, staff will call the Police. In such an event an Incident Record will be completed, and the Management Team will be immediately notified.

### **Permanent or long-term Volunteers/ Duke of Edinburgh Students:**

- Will be required to partake in a more detailed induction programme, including providing emergency contact details and will read and sign the Volunteer Handbook. This also involves medical information where dietaries and allergies must be disclosed. If an Epi-pen is required or any other medical equipment then the Manager must be notified and if needed and under the age of 18years then relevant Medical Care Plan and consent will be sought.

- All volunteers are required to familiarise themselves with Fusion's Core Policies.
- Read Fusion's Code of Conduct.
- Park take in the skills log.

**Volunteer Guidance and Duties:**

- Participate in activities and during organised activities help where required.
- Build a rapport with the children, ask about their day etc
- Ensure professional boundaries and
- Help any children who require assistance and help involve children who look lonely (remembers some children enjoy playing alone)
- Get involved in dinnertime.
- Ensure you are having appropriate topics of conversations.
- Sign the volunteer agreement.
- Have fun and the children will too!

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
04.01.12	04.09.2023	04.01.2024	April 2024
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.73]; Suitable People [3.11] Child:staff ratio [3.49].</i>			
<b>Signed and approved:</b>	Fusion Childcare Services		