



VISITOR/VOLUNTEER POLICY

Fusion Pre-School Southdown 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 Pre-School Southdown 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 lanyard/badge identifying them as a visitor/Volunteer of Pre-School
- We 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 Leader.
- 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.
- All volunteers are required to familiarise themselves with Pre-School's Core Policies.

Volunteer Guidance and Duties:

Our Aims

- To develop and extend our partnership with parents/ carers and the wider community.
- To enrich the curriculum and learning environment for the children.

Working in our setting puts you in a privileged position. You will observe children and staff at work, and you will become aware of the varied needs and achievements of individuals.

We hope that this sheet answers some of the most common questions that volunteers ask. Please do not hesitate to ask for further information from any of the staff.

What do I do if a child has an accident or needs help with the toilet?

If a child has an accident or needs the toilet, let a member of staff know at once. Only members of staff that are qualified are allowed to administer first aid and support health care routines such as toileting. We keep a record of accidents and may need to seek further advice from the full first aider or call the parents. We do not give medication to any children unless there has been prior arrangement with the parents. For your own safety, please make sure that you are never alone with a child.

What do I do if a child is upset or wants a cuddle?

It is only natural that you should want to comfort a child who is distressed, but we would ask you to attract the attention of a member of staff to support the child.

What do I do if a child says something about other children or an adult that concerns me?

Please do not question the child but report to the DSL or DDSL as soon as possible. It may be useful to note down in writing the exact words the child uses if you can.

What should the children call me?

We would like the children to call you by your full name e.g. Mrs or Mr Wilkins and this is how a member of staff will introduce you.

What do I do in a child refuses to do as I ask?

We expect everyone, both children and adults, to speak politely and with respect, to each other, at all times. Please try to praise as much as you can and focus on the positive behaviour and achievements. All children are often reminded of the rules and to follow instructions. Please repeat your instructions or request firmly. Should the child still not respond, please refer him or her to a member of staff. Please do not shout.

Specific ways of helping.

- Preparing the snack
- Spending time with the children encouraging conversation
- Sharing stories, poems and songs with individual children
- Supervising group activities, for example building with bricks
- Playing board games that involve sharing and turn taking

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
20.07.2022	04.09.2023	04.01.2024	April 2025
<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>			
Signed and approved:	Fusion Pre-School Southdown		