



Policy for Student and Volunteer Policy

SOUTH NORMANTON NURSERY SCHOOL

Adopted at the meeting of the Full Governing Body on **10th October, 2023**

Minute Number

Chair of Governors

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
2	01.02.2016	SA	<ul style="list-style-type: none"> Amended parts in yellow
3	9.1.17	SA	<ul style="list-style-type: none"> Reviewed and references made to RRS and addition of new documents to read, changed order and amount of policies
4	18.01.18	SA	<ul style="list-style-type: none"> Reviewed and additions made in relation to ending volunteer periods
5	25/01/19	RD	<ul style="list-style-type: none"> References to SA taken out.
6	27.09.23	MH	References to work experience and Assistant Headteacher taken out. Amendments in yellow

This policy has been considered and written in conjunction with our Rights Respecting School's charter adapted from the United Nations Convention on the Rights of a Child.

'In our school, we believe that every child has the right to play, learn and grow in an inspiring, empowering and safe environment protected from harm and treated fairly. We believe that each one of us has a responsibility for the world and its inhabitants, both of which deserve respect and nurture.'

South Normanton Nursery School Charter

Learning together • Growing together

Student and Volunteer Policy

Welcome

A very warm welcome to our Nursery School! Everyone at South Normanton Nursery School is delighted that you have joined us for your work placement or period of volunteering.

We aim to provide students with experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community.

A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the Governing body
- Parents
- Students on work experience
- Ex members of staff
- Local residents
- Church Members

The types of activities that volunteers are engaged in might include:

- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run sessions such as Forest Schools
- Working with children practising specific skills
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's key worker or the Headteacher. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. It also asks volunteers to tell us if there are any cautions, court orders or convictions against them that relate to working with children.

Any volunteer accompanying the nursery on a school trip, will complete and adhere to the Offsite Visit Volunteer Agreement (see Appendix 3.)

Our Objectives for students

South Normanton Nursery School has two objectives which we hope to achieve during your time with us. Our first objective is that you gain a meaningful experience of what working life is like in a high quality Nursery School caring for children in the age range 3 to 5 years and staffed by highly-experienced, dedicated people. Our second objective is equally important – we want you to enjoy your time with us.

South Normanton Nursery School

We hope that you already know something about our school from having looked at our website or from hearing about us from other students who have been here on work placements.

By way of background information, South Normanton Nursery School is a well-established (founded in 1989) Local Authority (Derbyshire County Council) maintained school which has served generations of families based in and around our local community in South Normanton .

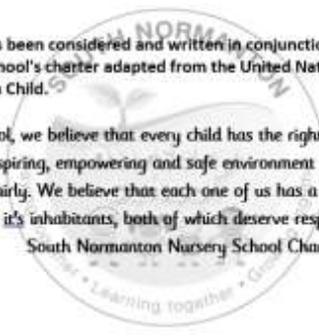
Our school vision is 'playing together, learning together and growing together'

At South Normanton Nursery school, we are committed to high quality Early Years provision and practice. We have a simple long term goal which is for the children who have attended our setting to contribute to the community and further out into the world, throughout their lives in a positive and inspiring way. In order to achieve this goal we have clear aims and values.

Our aims and values:

- through developing creative and enquiring minds, inspire and nurture children
- helping children to develop a good self-image, self-motivation, independence and acceptance in line with values of Modern Britain
- encourage children to develop calm and respectful relationships
- to embrace diversity and treat everyone equally ensuring individual needs are met
- providing a safe, secure and stimulating environment where children can thrive
- to ensure that everyone has a voice which is heard and valued
- all children to reach their potential and aspire to be even better, through a love of life long learning
- develop a healthy body and a healthy mind
- to work with and support our families with the common goal of the education and welfare of the child
- develop an understanding of our responsibilities in working towards a better world
- to harness the joy of the natural environment

Our aims and values are underpinned by the articles of the United Nations Convention on the Rights of a Child. These rights, like all human rights, are unconditional and our Governors and staff are fully committed to South Normanton Nursery School's rights-based provision where rights are respected and fulfilled.



This policy has been considered and written in conjunction with our Rights Respecting School's charter adapted from the United Nations Convention on the Rights of a Child.

'In our school, we believe that every child has the right to play, learn and grow in an inspiring, empowering and safe environment protected from harm and treated fairly. We believe that each one of us has a responsibility for the world and its inhabitants, both of which deserve respect and nurture.'

South Normanton Nursery School Charter

Confidentiality

Students and Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school, students/volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the child's key worker/senior leader/Headteacher and NOT with the parents of the child or any persons outside school both in the 'real world' and online. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's key worker or the Headteacher.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or if it is concerning the Headteacher, the Chair of Governors.

Supervision

All volunteers work under the supervision of the member of staff to which they are assigned.

Key workers and teachers retain responsibility for children at all times and this requires volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the key member of staff in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is part of the induction process for students and also summarised in a 'Keeping Safe at South Normanton Nursery School' document (Appendix 5). Key members of staff should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of staff or to the Headteacher.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement

- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

Volunteer induction

Before starting your volunteering or student placement, a brief induction will take place with a member of the Senior Management Team and will be adapted to the type of volunteering work being undertaken. You must sign in and out of the visitors signing book **outside** the main office at every session you attend.

You will also be asked to keep your phone with your private belongings in a directed secure place when at Nursery and only have access to it when you have finished or where appropriate at lunchtime where you will only use it out of sight of the children.

All volunteers and students will have a tour of the premises, an introduction to all staff, a run through of the code of conduct for visitors (with emphasis on safeguarding and confidentiality), information on fire procedures, health and safety and specific restrictions run through. All volunteers will be given the Parent helper guidance to read and sign (Appendix 7). All volunteers and students will also be asked to read and adhere to the Visitor's Code of Conduct. (see Appendix 4).

Volunteers will also be asked to complete a 'volunteer induction checklist' (see Appendix 6) following their first week of volunteering and after the induction meeting to ensure understanding of content, guidelines, policies and procedures.

Restrictions – you will be told that for safeguarding reasons, volunteers and students on work placements are NOT permitted to:

- change children's clothes
- take children to the toilet
- be alone with children
- answer the telephone
- give access into or allow exit from the building or outdoor area to visitors
- carry out First Aid if there is anyone trained to do so in the vicinity, except in an emergency
- speak with parents about their child's development/behaviour

Here at South Normanton Nursery School, we want your time volunteering with us to be both purposeful and enjoyable, however, if we have concerns about how effective or successful your time with us is in relation to the guidance you have been given (such as the visitors code of conduct or the policies you have been given to read) we will then speak to you regarding this and support you in order to alleviate the concerns or resolve the issue. If there is no resolve from both parties or consistent improvement from our point of view, we will end your period of volunteering in the best interest of the school.

Student placements

South Normanton Nursery School's Policy on Student Placements

At our school we have written documented policies and procedures which, among other things, support and guide us in our mission. We have many policies and documents of guidance and you will not be expected to know all of them. However, you should familiarise yourself with our specific policy covering student placements and this is stated below:

A) Policy Statement

South Normanton Nursery School recognises that the quality and variety of work and activities carried out in our setting provide an ideal training opportunity for students on placement from college child-care courses, as well as those studying for a variety of Early Years qualifications.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Please note that we do not provide separate guidance for students and volunteers who are under 18 but ensure that induction is rigorous with a focus on clear understanding and constant opportunities for questions and support.

Procedures

Students are welcomed into South Normanton Nursery School on the following conditions:

Children's needs priority

The needs of the children are paramount and students are not admitted in numbers which hinder the essential work of South Normanton Nursery School.

Confirmation of Student's status

Students must be confirmed by their tutor as being registered on a bona fide child-care course which provides necessary background understanding of children's development and activities.

Prior Approval from Parents

Students required to conduct child studies do not do so unless they have obtained written permission from the individual child's parents

Bound by Confidentiality Policy

Students are required to respect South Normanton Nursery School Confidentiality Policy and any information gained about the children, families or other adults must remain confidential.

Restrictions

Students do not have unrestricted access to and are never left alone at any time with children.

Induction

At the first session of their placement, students are given a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

B) Induction

Induction is the process of bringing new entrants into an organisation. As indicated in the policy above, your induction into South Normanton Nursery School will provide an introduction to your working environment and explain how staff, volunteers and students fit in and how you in particular may help with our work. Your induction will include:

- 1) **Introductions to staff** – you will be welcomed by staff who are present on your first day and shown our notice board with photos and names of other staff members.
- 2) **Tour of the premises** – you will be shown the layout of the Nursery, the kitchen, the main room, **the staffroom**, our storeroom, the toilets and cloakrooms (where you may store your jacket/coat and other belongings). The security arrangements for children inside the building will be explained to you.
- 3) **Tour of outdoor premises** – you will be shown the outside areas and the security arrangements for the children during outdoor play will be explained to you.
- 4) **Fire/Emergency Evacuation Procedure** – the procedure for evacuating the building will be explained to you and you will be shown the Fire Exit and Assembly Point.
- 5) **Visitors' Book** – you will be expected to sign the visitors' book **every day you are on site.**

- 6) **Policies** – you will be directed to the policies on our website and other useful information to read. You will be asked if you understand and will abide by the policies, in particular those relating to safeguarding children and student placements and the restrictions on volunteers (see below).
- Safeguarding and Child Protection Policy
 - What to do if you think a child is being abused
 - Keeping Children Safe in Education part 1
 - Fire evacuation procedures
 - School Information booklet
 - Behaviour Policy
 - Health and Safety Policy
 - Confidential Reporting Code
 - Keeping Safe at South Normanton Nursery School - guidance
 - Student Placement Policy
 - Staff Code of Conduct
 - Visitor Code of conduct
 - Acceptable Use of the Internet Policy
 - Online Safety Policy
 - Anti-Bullying Policy
 - Use of Mobile Phones
- 7) **Health and Safety (H&S) Issues** – you will be asked to read and sign the following risk assessments to say that you have read and understood them.
- General Play Areas
 - Outdoor Play Areas
 - Hot Drinks guidance
 - Slips and Trips
- 8) **Early Years Foundation Stage (EYFS)** – you will be shown an overview of the Early Years Foundation Stage framework, including the development matters and characteristics of effective learning. You will not be expected to know or learn the EYFS in any depth but an appreciation of its broad outline may help to place your work experience in context.
- 9) **Role, responsibilities and tasks assigned** – your role and responsibilities will be explained to you and you will be assigned particular tasks. Help and advice will be available at any time from any member of staff and all you have to do is ask for help.
- 10) **Opportunity for questions** – you will be asked if you have any questions and if so then these will be fully answered. However, you should feel free to ask questions of any member of staff at any time.

Safeguarding is of utmost importance and it is imperative that you understand and adhere to our safeguarding and child protection policies and procedures

To help you better understand what is going on around you, and what is expected of you please ensure that you browse through our website and read the staff code of conduct very carefully.

You will receive a student induction checklist to complete (Appendix 6) following induction to confirm understanding. On beginning your placement, you are on 2 week's probation. If we think that within that time you have followed all guidance in this document and have shown enthusiasm and willingness to join in, you may continue your placement. If you do not reach the standards we suggest, we contact your tutor to continue your placement elsewhere.

Remember that we want you to enjoy your time with us!

**SOUTH NORMANTON NURSERY SCHOOL
VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(Please give details)*

*Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the Headteacher.
Your offer of help is appreciated and we will be in touch shortly.*

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at South Normanton Nursery School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in to Moira in the office. You will receive a copy of it for your records.

- I have received a copy of the School’s Volunteer Policy
- I agree to treat information I learn from being a Volunteer in School as confidential
- I agree to disclose to the Headteacher in confidence, any convictions, cautions or court orders that would prevent me from working with children at the time of agreement to become a volunteer or throughout the time I am a volunteer at South Normanton Nursery School.
- I understand that I am required to remain near a member of staff so as to adhere with guidance on taking part in regulated activities as I have not undergone a disclosure check.

Signed: _____

Name: _____

Date: _____

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips (including local walks) regardless of how short or far away, are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public, following our **positive behaviour and positive language ethos**.
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or taking part in activities/sessions on the trip
- to contact the trip leader/Headteacher/a member of staff immediately if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

All of our teaching staff are first aid trained and you will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____ Date : _____

**South Normanton Nursery School
Visitor's Code of Conduct**

Aim of this code: to provide a safe environment where everyone is respected.

At South Normanton Nursery School, safeguarding our children is our priority and we have high expectations of all visitors that work alongside us in a culture of respect, consideration, positive behavior and kindness.

We expect visitors to:

- respect all adults and children regardless of their race, ethnicity, age, gender, sexuality and/or disability in conjunction with the United Nations Convention on the Rights of the Child (UNCRC) 1989 following our Rights Respecting Schools charter.
- understand and show respect to adults and children by using appropriate language, swearing and abusive language will not be tolerated.
- act appropriately with an understanding that violence and aggression is not acceptable and will not be tolerated and the appropriate authorities will be notified.
- read, understand and be aware of the content in the accompanying document to this Code of Conduct – DSCB 'Guidance for schools and colleges on safer working practices'
- understand that our school is a non-smoking, non-alcohol and non-drugs site and if caught consuming such items on school site, then appropriate authorities will be notified. The use of e-cigarettes on school site is also not permitted.
- respect South Normanton Nursery School's Confidentiality Policy and any information gained about the children, families or other adults must remain confidential and not be shared with anyone both in real life or online.
- understand that they must not use their mobile phones (for any smartphone functions, phonecalls or photographs) on the premises unless permission is sought from the Headteacher
- adhere to security procedures, not let any other visitors/parents into the school and use the thumb locks when moving around the school.
- let a member of staff/Headteacher know immediately if they have a safeguarding or child protection concern relating to a child/adult/member of staff.
- pass on any health and safety concerns they have using the hazard reporting system accompanied by a member of staff who will report it according to procedures followed in school.

If you have any suggestions or concerns you wish to discuss, please see the Headteacher or if in confidence, record it and mark it for the attention of the Headteacher or follow the complaints procedure clearly displayed in the main entrance and on our website.

Keeping safe at South Normanton Nursery School



Accident Book and Incident Book

The accident book (green) is kept in the main teaching area, beside the entrance door.

The incident book (black) is kept in the utility room.

- details of all accidents and incidents are written up on the form by the person responsible that day and signed by both the witnessing member of staff
- an “incident” is when a child has been changed or involved in an activity that needs to be shared with parents
- an “accident” is when a child has fallen or had a bump.
- an accident form is completed and passed to the parent on collection; where a child has sustained any bump to the head, the member of staff should ascertain with a member of the SLT whether parents need to be informed.

First Aid

Most staff are paediatric first aid trained. Lists of qualified first aiders are kept in the First Aid cupboard in the kitchen, in the office and scattered throughout nursery. Our First Aid poster is kept in the kitchen. Minor injuries involving children should always be recorded in the green file, and an accident slip given to parents at the end of each session. More serious injuries for adults and children should be recorded on the accident forms kept in the administration office and signed by the person involved and the Headteacher. The authority needs to be notified of serious accidents. First Aid kits are located in the kitchen, on the wall outside, beside the welly racks and in rainbow room. A first aid kit is always taken on trips and to forest schools.

The School Business Manager is the qualified emergency first aider at work

Pupil Sickness and Medication

There is guidance list for sickness in the Administrative Office. If no information is available ring or google NHS Direct. If a child has reported Diarrhoea or Vomiting they should wait until at least 48 hours from the last episode before they return to school. Medication is administered to children by the senior leadership team or trained person. This will be double signed and signed by parents on collection.

Entrance Procedures Arrival

Main nursery door

- the yellow external door should be open on arrival. If not, press the button to the left of the door.
- if Moira is in the office, she will unlock the main blue door for you to enter nursery.
- staff, students and volunteers must enter the building by the front door and sign in straightaway.
- if Moira is not in the office, please wait and a member of staff will release the door for you.
- **once you have gained access to the nursery, please then ensure that the main blue door is closed and that you have turned the top thumb lock. THIS IS VITAL FOR THE SAFETY OF OUR CHILDREN.**

- please do not let unknown adults into nursery as you are entering or leaving. Nursery staff need to verify the identity of visitors to sign them into the building, check their ID and make safeguarding notices clear.
- As you pass through into the **main nursery** or **rainbow** room, please ensure that you close and thumb lock ALL doors.

Drop off of children

- **Peter opens the rear door and Moira opens the main door to children at 8.30am and 12.30pm. Parents do not enter the building. Children place their lunchboxes on the lunchbox stand (if they are staying for lunch), hang up their coats and go into main nursery or are taken to rainbow room.**

Collection of children

- **Peter opens the rear door and Moira opens the main door to meet parents on arrival at 11.30am and 3.30pm. Peter and Moira will fetch the children from group and hand them over to the parents. If a child has had an accident or is in the incident book, they will be handed an accident slip, and any bags of soiled clothes.**

Mobile Phones Protocol

The use of mobile phones while working with children is not permitted. Phones must be kept locked away along with personal belongings. We trust staff and students to comply with this, sign to say they understand and that they would face disciplinary action if the protocol is breached.

Parents/carers and visitors are reminded that the use of mobile phones in our setting is not permitted. If staying for any length of time, phones must be turned off and kept in a safe location along with their personal belongings. If this protocol is breached then they will be asked to leave their phone in the office where they can collect it upon leaving the nursery. Failure to adhere will result in being asked to leave the premises.

Signs are clearly visible to parents/carers and visitors and it is mentioned at the **start of any activity session involving parents/carers** that the use of mobile phones in and about the premises is not permitted.

Photographs Protocol

Staff take photographs using designated i-pods or school cameras to use internally as part of the assessment process. Parents **complete a consent form** to confirm consent of the photos being used on the website., externally such as in local papers **or for use in students work**. Photos are not to be shared without consent.

Storing of photos guidance is available as part of the **IT Security and Acceptable Use Policy**.

Students will adhere to this protocol and ensure that any observations undertaken accompanied by a photo will be overseen by their mentor, or the Headteacher. This work is only to be shared with your tutor at college/university not online or displayed anywhere. It needs to be disposed of correctly when finished with by shredding.

Safeguarding

As a duty of care, we are required to take any reasonable action to ensure the safety of our children where we have reason to be concerned that a child might be subject to ill treatment, neglect or other forms of abuse. The Headteacher is obliged to follow the safeguarding child protection procedures established by the Derbyshire Safeguarding Children Board and inform social services of the concern. All staff, students and visitors are given relevant documents to read and sign to say they understand and will adhere to these guidelines.



South Normanton Nursery School - Fire Evacuation Procedure

On hearing the alarm, adults must quickly gather and direct children out of the safest and nearest exit onto the nearest designated fire assembly point. Check registers to determine safety of all children and adults.

Adults with specific roles linked to the area that they are in, carry out their responsibility in line with this fire procedure.

<p>Teacher/Early Educators</p>	<p><u>Big Room</u> Senior member of staff in main nursery to quickly collect the emergency inhaler, first aid pack from the kitchen and check big room, sunshine room, sensory room and toilets. Quickly exit with all children to nearest safe, designated assembly point</p> <p><u>Rainbow Room</u> Staff to quickly exit with all children to nearest safe, designated assembly point</p> <p><u>Outdoors</u> Quickly gather all children, check area and go to the top safety surface designated assembly point</p> <p><u>Forest Schools</u> On hearing the alarm/whistle, use the walkie talkie to communicate and then meet at designated top safety surface assembly point</p>
<p>Headteacher</p>	<p>Raise alarm and quickly collect Heads walkie talkie, check workroom, elephant room and exit with all children to the nearest safe designated assembly point</p>
<p>School Business Manager</p>	<p>Collect SBM walkie talkie, visitors book, staff signing in book and personal mobile phone (to access RM and to communicate with staff) exit to the nearest safe designated assembly point. Communicate with the teacher through walkie talkie/phone if at different designated assembly point.</p>
<p>Other adult</p>	<p>Support staff in leading children to designated assembly point</p>

At the assembly points; staff will take a head count and inform the SBL that all children are present/missing;

the SBM will check that all staff and visitors are accounted for

CHILDREN WITH PEEPs MUST BE SUPPORTED AS IN PLAN

DO NOT GATHER BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY FIRE OFFICERS

Designated assembly points

Safety surface situated at the top of the outdoor area

The Glebe Junior School playground, adjacent to the nursery path.

Health & Safety

Information regarding health and safety at work can be found on the poster which is pinned to the cupboard door in the work room and in the utility room. All other Health and Safety information is kept in the health and safety file or the red box **in the rear door vestibule**. Many of the policies and guidance is on the website or is available from the office on request.

Sickness Notification

The procedure for notifying the school of any absence is as follows:

- Inform the Head by phone as soon as you know you are going to be off work.
- Please **do not** text or email notice of absence.
- When you are unable to come for any reason, please call the school by 3pm to inform the Headteacher if you will be back the next day.
- You will be given a student version of return to work interview after any sickness absence of 1 day or more to ascertain the reason for your absence; whether you are fit for placement and whether any actions require to be taken to enable you to continue to perform your role.

Smoking

To ensure children are not exposed to passive smoking, the school promotes a strict no smoking policy which includes no e-cigarettes.

Staff Parking

There is limited staff parking in the school car park. The car park gates should be kept closed during the nursery sessions.

Health and Safety (H&S) Issues – you will be asked to read and sign the following risk assessments to say that you have read and understood them.

- General Play Areas – tidiness, correct use of equipment (particularly sitting on or standing on), no working at height allowed, not stacking on top of cupboards, not overloading extension cables.
- Outdoor Play Areas – types of resources and areas and how they are to be used and supervised, knowing how to summon help
- Hot Drinks guidance – drinks must be lidded or in a lidded box. They must not be in the play areas.
- Slips and Trips – being aware of resources on floor, changes in textures and levels of ground outside, awareness of the wet areas and toilet areas inside. Being aware of moving children at all times, removing muddy shoes on entry to building, assisting with supporting children in busy areas and times, extreme weather conditions – following guidance of other senior staff.

The main points of these risk assessments for students and visitors is that they understand the risks presented and how to deal with those risks. Being very aware of the fact that this is an early years setting where trips and slip risks are very common due to the nature of the play and learning, however ensuring that we are not overprotecting the children is key, leaving enough risk to challenge and develop. Risk assessing is something that happens every day every minute. So when setting up especially, risk assessing the area is crucial. Tidying up, risk assessing the storage and safety of the area is key.

Hazard reporting system

You have a responsibility as a visitor/student in our school to ensure the safety of everyone here. If you see something that is broken or unsafe, ensure you report it to a senior member of staff (the Headteacher, Debbie or Moira) who will then advise to record it in the Hazard Reporting Book in the workroom.

Restrictions – you will be told that for safeguarding reasons, volunteers and students on work placements are NOT permitted to:

- change children's clothes
- take children to the toilet
- be alone with children
- answer the telephone
- give access into or allow exit from the building or outdoor area to visitors
- carry out First Aid if there is anyone trained to do so in the vicinity, except in an emergency
- speak with parents about their child's development/behaviour



SOUTH NORMANTON NURSERY SCHOOL

INDUCTION CHECKLIST

To be completed on the first day of placement



Name of student/volunteer _____

Have you read, understood and signed the relevant policies and procedures relevant to your role/duty? YES/NO

Do you have a current DBS check? YES/NO *If yes, please bring your DBS certificate into nursery*

If not, have you been told about and do you understand the term 'regulated activity' - you will be supervised at all times. YES/NO

Who is your supervisor? _____

Have you been made aware of the facilities? (toilet; rest area; refreshments) YES/NO

Who are the designated safeguarding leads? _____

Who is responsible for health and safety? _____

Have you been informed of the health and safety policies and procedures? YES/NO

Where is the health and safety poster displayed? _____

Have you been told about what to do if you have an accident on site? YES/NO

Who provides first aid treatment? _____

Where **are** the first aid **boxes**? _____

Is there a fire alarm system? YES/NO

What is the procedure in case of fire or other emergency?

How do you raise the fire alarm? _____

Where are the fire exits?

Where are the fire assembly points? _____

Do you understand your role in reporting health and safety concerns? YES/NO

How do you report your concerns? _____

Are there pieces of equipment that you are not allowed to use? YES/NO

Do you need personal protective equipment to carry out activities? YES/NO

If yes, what do you need? _____

Is there any risk of contracting infectious disease during your activity here?

YES/NO

If yes, what are you particularly at risk from? _____

What action must you take? _____

Do you have any medical conditions which you need to discuss with your supervisor?

YES/NO

Do you have any accessibility needs that we should be made aware of? YES/NO

Remember:

- You must not lift heavy loads
- You must not work in an excessively uncomfortable environment (heat, noise etc.)
- You must never work unsupervised
- You must always adhere to safeguarding and health and safety procedures while carrying out your role/duty whether you are a volunteer or student. (inclusive of mobile phone policy, safeguarding and child protection, e-safety, equality, visitor code of conduct and safer working practice)



Parent Helper Guidance

Purpose:

The Parent Helper guidance enables parents/guardians to participate as valued members of the community by providing additional support in our school in a safe and purposeful way.

Responsibilities:

It is the responsibility of the **Headteacher** to:

- Collate parent interest and determine their Parent Helper Timetable.
- Review/revise this timetable (at least once a term) to ensure maximum parent involvement.
- Display and advertise the role of the Parent Helper on social media, the website or newsletter
- Determine the role of the parent helper for each session and communicate this clearly to the parent and children.

It is the responsibility of parents to:

- Participate in the Parent Helper Induction meeting (this is required prior to working as a parent helper).
- Read and become aware of this guidance
- Read and sign to say you understand will adhere to the DCSB Safer working practices guidance
- Communicate availability with the child's/children's teacher
- Assist in school under the direction of the classroom teacher in a number of roles all within supervision of an early educator or teacher.

These roles could include: playing a game with a group of children, reading with the children, playing in the home corner, support play outside, assisting in creative activities

It is an expectation that Parent Helpers will:

- Adhere to the safeguarding guidance, health and safety guidance, risk assessment guidance and visitors code of conduct
- Avoid making educational judgements
- Act on the understanding that all children have a right to learn and be included
- Act on the understanding that children learn at different rates, have different strengths and have different learning needs
- Communicate with **staff** any difficulties (appropriateness of task, behavioural issues, social relationships)
- Refer discipline issues to the class teacher
- Ensure they are comfortable with the role they are taking on
- Show respect to all children and adults in the setting regardless of race, sexuality, and religion.

- Understand that the parent helper will be asked to discontinue their help at school if any guidance mentioned in this document is not adhered to.

Confidentiality – Parent Helpers will:

- Retain confidentiality at all times
- Respect the privacy of children and parents
- Avoid mentioning the names or learning needs of students in front of their own child/children or other parents

I can confirm that I agree:

- **That I have understood and will adhere to the guidance above**
- **That I have understood and will adhere to the health and safety messages discussed today**
- **That I have understood and will adhere to the safeguarding guidelines discussed today, follow the safer working practices and visitors code of conduct including the mobile phone guidance.**

Signed:

Date:

Print name:

Signed by Headteacher:

Day chosen to help at school: