



Education, Encouragement, Enjoyment

Meadow Nursery School
Policies and Procedures



Meadow Nursery School Volunteer Helpers Policy

Policy Statement

On behalf of all at Meadow, I would like to thank you for volunteering to help out at nursery. We value and appreciate your contribution and willingness to be involved.

Your presence at the nursery is purely to become involved in the activities and enjoy your time with us but we would not be acting professionally if we were not to offer you a few guidelines regarding nursery sessions. We hope you appreciate that the following guidelines are put together with everybody's best interests at heart.

Procedures

- Parent helpers should not be put in a position where they are with a group of children on their own, without being in view of a full-time member of staff. Should you feel that you are put in a position of sole-responsibility, please alert a full time member of staff immediately.
- Should a child require help with toileting, please alert a full-time member of staff.
- All staff respect parents' privacy and act confidentially at all times regarding the wellbeing and behaviour of children within nursery. We would respectfully ask that you too do not discuss matters pertaining to individual children outside of the nursery.
- Children within the nursery have different requirements, different needs and in some cases require special attention. Please be aware that all of the staff are aware of these needs and have also undertaken training on how to cope with special needs. Do not feel that you need to discipline or restrain some children and if you do notice any issues, please refer to a member of staff. Again, such matters are to remain confidential.
- The belief of the nursery is that the use of positive language and encouragement when soothing minor problems such as sharing, snatching, minor disagreements etc. works best. We would not expect you to feel the need to refer such little issues to us but would appreciate you showing uniformity with the staff in your approach.
- It will be the responsibility of the staff to familiarise you with the fire drill/evacuation procedures and make you aware of where you can find the nursery procedures.
- We appreciate that circumstances may arise that prevent you from attending your pre-arranged session. If this is the case, please give the nursery as much notice as possible to ensure any change of plan may be implemented.
- If at any time you have suggestions or comments to make regarding the nursery, either complimentary or constructive, please do take the time and feel free to feed these back to either myself or to a member of the team. Feedback is ALWAYS welcome.
- Finally, enjoy yourself and don't feel daunted by the above!

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	24 th February 2009
Policy Reviewed and Amended	January 2018
Date to be reviewed	January 2019
Signed by Chair	
Name	Annette Medhurst
Signed by Nursery Manager	
Name	Debbie Hill