



Parent Helper and volunteer policy

Fire Procedures

In the event of a fire drill or a fire evacuation please follow guidance from the staff and exit the building towards the designated area.

Safeguarding

Sign and symptoms of abuse can fall into the following categories:

Physical; emotional; sexual; neglect.

During your time at the setting if you spot any actions from staff or children that cause concern please report immediately to the duty safeguarding lead practitioner either Andrew Didwell or Michelle Welch. We will require you do document what you have seen/ heard to ensure that accurate information is used in the case that a referral needs to be made.

During your time at the setting you must never be left alone with a child. Please stay in the main room where staff members can see you and hear you at all times.

Do not take children to the toilet or go into the toilet area. If you have any children approaching you for help with toileting please tell a member of staff who will immediately help them.

Do not attempt to give any children any first aid.

If you feel that your concerns are not dealt with appropriately please contact OFSTED directly on 03001231231.

Confidentiality

Whilst at the setting you be involved in other children's play and interactions. Do not discuss these with any outside persons.

Staff can not discuss other children or families linked with the nursery.

Please see our confidentiality policy for more information.

Child interaction

Whilst at the setting we ask that you conduct positive interactions with the children. We encourage children to abide by our golden rules and use kind hand, walking feet, listening ears and kind words. If you see any children demonstrating negative behaviour please tell a

member of staff who will deal with the incident. Do not use negative language or try to deal with the situation yourself.

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