



Volunteers, Students and Parent Helpers

At Clare House Nursery, we recognise the valuable contribution that volunteers, students and parent helpers make to children's learning and experiences. Their involvement enhances nursery life; however, safeguarding and children's welfare remain our highest priority.

All volunteers, students and parent helpers work under the direct supervision of an experienced member of staff and are never given sole responsibility for children.

We will:

- Follow robust safer recruitment procedures for all volunteers and students in accordance with the Statutory Framework for the Early Years Foundation Stage, Keeping Children Safe in Education (where applicable) and our Safer Recruitment Policy.
- Ensure all required suitability checks, including an Enhanced Disclosure and Barring Service (DBS) check, are completed before an individual begins volunteering where required by legislation and the role they will undertake. Risk assessments will only be used where appropriate and in line with current statutory guidance.
- Obtain references, identity checks and right to work checks where appropriate for long-term or regular volunteers in line with our safer recruitment procedures.
- Ensure every volunteer, student and parent helper completes a full induction before working within the nursery. This includes safeguarding and child protection, whistleblowing, health and safety, confidentiality, professional conduct, mobile phone procedures, emergency procedures and the nursery's expectations regarding appropriate behaviour.
- Ensure all volunteers, students and parent helpers understand the importance of safeguarding and know how to report any concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Only include volunteers, students or apprentices within statutory staff ratios where this is permitted under the current EYFS and the Manager is satisfied they are competent, suitable and capable of carrying out their responsibilities safely.
- Deploy volunteers and parent helpers to support qualified staff in delivering high-quality care and education. They may assist with activities, prepare resources, support children's play and provide additional supervision under the direction of a member of staff.
- Ensure volunteers and parent helpers are supervised at all times and never have unsupervised access to children. They will not undertake intimate care, administer medication, escort children to toilets, take children into separate rooms or accompany children off-site unless directly supervised and specifically authorised by the Manager.
- Ensure volunteers contribute to maintaining a safe, stimulating and well-organised learning environment by supporting staff in preparing and tidying resources and equipment.
- Deploy volunteers outdoors only alongside qualified members of staff and in addition to the staffing required to meet statutory ratios.
- Expect volunteers and parent helpers to remain focused on the children at all times, modelling positive interactions and professional behaviour. Social conversations should be kept to an appropriate minimum whilst supervising children.
- Encourage volunteers to support children's learning through positive interactions whilst allowing practitioners uninterrupted opportunities to engage in sustained shared thinking and planned teaching.

- Ensure volunteers, students and parent helpers understand and comply with all nursery policies, including Safeguarding and Child Protection, Equality, Confidentiality, Online Safety, Acceptable Use of Technology and Staff Code of Conduct.

I would also add this final safeguarding statement:

The welfare of children is paramount. Volunteers, students and parent helpers are an important part of our nursery community but do not replace qualified staff. Responsibility for children's care, supervision, safeguarding and wellbeing always remains with appropriately qualified and authorised members of staff.

