

Our Lady Star of the Sea Catholic Nursery Volunteer Helpers

Mission Statement

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

We hope this sheet answers some of the common questions that volunteers ask.
Please do not hesitate to ask for further information from Mrs. B. Draper or Mrs.M.Wood.

Confidentiality and Child Protection

Working at Our Lady's nursery 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 individual children. We therefore ask that all volunteers have full Disclosure and Barring Screening (DBS) and also attend Level 1 Safeguarding Children training. The cost for the DBS is met by the volunteer.

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

If a child has an accident or needs help with the toilet please let a member of staff know at once. Only employed staff are allowed to change children's clothing. We ask if volunteer helpers **do not** take children to the toilet, once more ask a staff member.

What do I do if a child has an accident?

We keep a record of all accidents and you will need to seek further advice from a designated first aider (all staff members are first aiders). Only designated members of the nursery staff are allowed to administer first aid. We do not give medicines (including cough and throat sweets) to any child.

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

It is only natural that you should comfort a child who is distressed, but we would ask you to alert a member of staff.

What do I do if a child says something about other children or adults that concern me?

Please do not question the child, but report to the Supervisor/Deputy as soon as possible. It may be useful to note down the exact words the child uses if you can.

Rules and Expectations

What should the children call me?

Please tell us what you would like the children to call you and the nursery staff will use this name to introduce you.

What do I do if I overhear a child making an upsetting remark about another child or adult, or using inappropriate language?

Please alert a member of staff as soon as possible.

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Volunteer Helpers

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

We expect everyone, both children and adults to speak appropriately to each other at all times. Please try to focus on the positive behaviour and achievements. The children are often reminded of the Golden Rules and they are displayed in all areas of continuous provision. Should a child not respond, please repeat your request or ask a member of staff for support/guidance. Please do not raise your voice or use negative language/body language.

How can I help?

You can help in many ways. Talking and interacting with the child as they explore is one of the most valuable ways of helping children to understand language and develop their vocabulary, confidence and personal skills.

Specific ways of helping include:

- Sharing stories, poems and songs with individual children
- Group activities, for example, building in the construction area
- Playing games which involve sharing and turn taking
- Cooking activities
- Working in the computer area

You may prefer to help in a more general way, such as:

- Tidying the book area
- Supporting staff during activities
- Laminating resources
- Sharing specific skills, for example, music
- Mending broken boxes, sewing dressing-up clothes
- Accompanying groups on visits
- Gardening

How do I know what I am going to do?

It is important that you are in the room when staff are explaining the activities to the children so that you can understand how the activity will be achieved. We may sometimes ask you to attend workshops for volunteers so that you can experience the activity before working with the children.

Nursery Procedures

Confidentiality

Everything that happens in the nursery is confidential and must **not** be discussed with anyone or on any social networking platforms. Sometimes a parent may ask you for your opinion about their own or another child, a member of staff, the setting or nursery procedures, request a telephone number or address of another child, comment on a child's progress, or information about an incident that has happened during the session. Please refer them immediately to the nursery supervisor and **do not** discuss any issues or give information to another party verbally or via social media.

Signing in

All adults must sign in at the nursery entrance and collect a visitor's badge to wear, which should be

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worn at all times. When you leave, please remember to sign out again at the nursery entrance. We need to know who is on site for security and fire safety reasons.

Personal items

The nursery cannot take responsibility for your personal items. All items including mobile phones must be in the locked nursery office. Please remember to switch off your mobile phone during your time in the nursery. Also, remember the no smoking rule.

Thank you again for your help.

Signature of Chair of Committee members: _____ **Date:** _____

Signature of Nursery Supervisor: _____ **Date:** _____