



## Volunteer and Visitor Policy and Procedure

### **Statement of Intent**

Your child's safety is paramount to us and by adhering to the following policy and procedures we can be sure that our nurseries are safe and secure for your child.

### **Aim**

Children enjoy experiencing visitors coming into our nurseries. It helps them gain confidence to socialise and expand the skills they need in later life. Lots of volunteers have many skills and commitment to offer the children in our care and we will ensure that this is done in the safest way under appropriate guidance and legislation.

### **Recommended Good Practice**

**Visitors** - ALL visitors to the setting are asked to sign in and out via our register at reception. The only exception is when an appropriate named person is collecting or dropping off a child and is not proposing to stay for any length of time.

Our Health & Safety policy also requires names of people within the setting in the event of a fire drill occurs.

Visitors other than those excluded above will be escorted throughout their visit. They will not have access to children except when they have a member of staff with them.

For visitors with hearing difficulties, we have a doorbell on our entrance door. Please be patient as sometimes staff cannot just drop whatever they are doing to answer the door. However, if you encounter repetitive long delays please speak with the Manager of the nursery as this is not acceptable to us.

**Volunteers** - Appropriate police checks are undertaken for every volunteer within our nursery. No one is allowed to spend time in our nursery unless they have completed DBS check and have completed a recruitment process to ensure that it is appropriate for them to spend time in the nursery. Volunteers will not have unsupervised access to children.

In 2010 a new system will come into force. It will be law that each person who works with or has access to working with children to be registered on a central records list. It will be an offence for any employer to allow anyone to work with staff whose appropriate registration and check has not been completed. The names and identification numbers of our staff DBS checks is scrutinised during our Ofsted official inspections.

Following a successful recruitment exercise and DBS check volunteers have inductions into our setting to ensure they are conversant with everything to do with the building and Health & Safety.

We check what their training is, their background and skills and what they hope to achieve by helping us in the nursery. We are then able to encourage their development and thus aid your child's development by providing appropriate activities and care. A volunteer will not have responsibility for any personal needs of your child. This is undertaken by fully trained and experienced staff in our employ. Volunteers will not be left alone with children.

## History

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1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
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This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	8	01/08/2023

This document has been electronically approved; hence it contains no signature(s).