

Additional Adults/Volunteers/Visitors Policy

All volunteers must go through the safer recruitment procedures (see safer recruitment policy) and induction for the setting.

In line with DBS and government guidelines all adults working, working as an external facilitator or volunteering in a school or early years setting must have an enhanced DBS Check.

All visiting adults, agencies and external facilitators must sign in using the signing in book when coming onto the premises. People visiting from agencies must display ID prior to entering the setting.

No adults should come on site without being accompanied by a member of staff and should never be left in sole charge of the children. Adults should have all electronics such as phones put away and are not allowed to take photographs of the children.

Any external facilitators must:

Do their best to ensure the health and safety of themselves and everyone in the group.

Follow the guidance of the nursery practitioners and help with the observation and general behaviour of the group.

Speak to the nursery practitioner if concerned about the health and safety of children at any time during the visit.

Let the nursery practitioner know if you intend to leave the activity you are supervising or leave site.

Never be left alone with a child

Do not take photographs of the children.

Leave site as soon as the session is over unless asked to do otherwise by nursery practitioners.

Any volunteers or summer staff must not collect or take children to the gate.