



## Parent and volunteer guidelines.

Thank you for volunteering to help in The Exwick Ark. We trust you will enjoy being here. We have a few guidelines to help you get the most out of your experience.

Please:

- Sign the visitors' book and collect a name badge.
- Play with the children.
- Ask for help from a member of staff if you are unsure.
- Join in with activities including snack time, singing and circle times.
- Observe confidentiality in your discussions outside of the pre-school.

Please do not:

- Take children to the toilet on your own.
- Shout at or smack a child (even your own whilst in pre-school).
- Talk about the children individually outside of the pre-school.

Helpful hints:

- Planning for the week is on the notice board by the door. Please have a look so you know what we have planned.
- If you volunteer to help with the washing up please ask about the correct clothes, bowls and brushes to use.
- If you have any comments to make or questions about our pre-school please talk to a member of staff.

If you plan to stay regularly we will ask you to follow our Safeguarding Children Procedures and our Policy on Volunteers, Student Helpers and Parent Helpers. We take safe guarding our Children and staff seriously. You will be asked to apply for a Criminal Records Bureau disclosure and for references.