

Parent Helper Policy

Statement of intent

We believe that parent's contributions are a fundamental element in the success of our pre-school. Parents have a wide range of interests and abilities that complement both pre-school programmes and maintenance of the premises. We believe that all parents can make a contribution and should be enabled to do so.

Aim

The pre-school is run by a committee of parents, all parents are eligible to join, an Annual General Meeting is held each October to vote in the committee roles and to welcome new parents/members.

Parents are encouraged to put their name forward on the rota for jobs such as garden maintenance, cleaning programmes and assisting with walking to and from regular activities at the sports centre and school.

Parents, who express a wish, can be placed on the relief helpers list, following a Disclosure and Barring System check.

Parents are welcomed in to help during sessions, on outings and as a more permanent volunteer.

Parents who are known to have a particular talent or interest are encouraged to share their talent as part of the pre-school programme.

Methods

- The parent / carer of each child in pre-school is personally invited to attend the Annual General Meeting and to consider taking an active role in the committee.
- Parents are informed of all jobs that require parent assistance.
- Rotas are prominently placed detailing what help is required and parents / carers attention is drawn to them.
- A Disclosure and Barring System check is carried out on parents joining the committee or wishing to be placed on the relief helpers list.

THE PRE-SCHOOL'S RESPONSIBILITIES

- Staff will supervise parent helpers working in pre-school sessions.
- Parent helpers working in the session will be given information regarding their role, health and safety matters, confidentiality requirements, child protection procedures and their Duty of Care.
- Parent helpers will not be left unsupervised during pre-school sessions.
- Parent helpers will only be asked to undertake jobs which they are comfortable with.
- Pre-school insurance will cover those persons working on the garden or premises maintenance.

THE HELPERS RESPONSIBILITIES

- The helpers' most important responsibility, during pre-school sessions relates to his / her duty of care to the children.
- For parent helpers respecting the rights of children means they must not:

- Work unsupervised with the children
- Be involved in toileting or assisting with changing children
- Encourage affection from or dependency in children
- Have intentional physical contact with children
- Display harassing, bullying or intimidation behaviours towards adults or children
- Reading and understanding the 'Information and important points' leaflet.

- Helpers working outside of the pre-school sessions but on the premises should check with staff or the Chairperson as to the availability of access and confirm the tasks to be carried out.
- Helpers should advise the staff / chairperson if they are unable to fulfil their commitment as soon as possible.
- Helper's children who attend with the parent on garden or premises maintenance should be supervised. Parents are responsible for ensuring that the premises, particularly toys are left as they are found.
- Helpers who are able to take toys / equipment for cleaning should ensure that they are returned as agreed with the play leader.

This policy was adopted at a meeting of the Tisbury Pre-school Committee held on

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Signed..... Position

Date.....