



We demonstrate tolerance and respect through child-led play

Visitors, volunteers and students Policy

Contents

1	Scope & Purpose.....	2
2	Outline.....	2



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Visitors, Volunteers and Students Policy

1 Scope & Purpose

- 1.1 To maintain a high level of safety and comfort for children at Croft playgroup.
- 1.2 To protect the security and safety of children and adults and to minimise any disruption.
- 1.3 To provide experiences of good quality practice in early years care and education.
- 1.4 To support the development of learning and skills in early years practice for students and volunteers.
- 1.5 To support students in the completion of their studies.

2 Outline

- 2.1 All visitors must knock on the door and announce themselves.
- 2.2 All visitors must show identification.
- 2.3 The identity of any unknown or unannounced visitors must be checked before they are permitted to enter the setting.
- 2.4 Visitors must sign the visitor sign in sheet noting the date, their name, the time of arrival and departure and the purpose of the visit.
- 2.5 Visitors must be supervised by a member of staff or a trustee at all times.
- 2.6 No visitor will be left alone with the children at any time.
- 2.7 Where possible, visits should be made by appointment in advance.
- 2.8 Visitors must be reminded of mobile phone policy and asked to leave their phone and bag in the Playgroup office.
- 2.9 The playgroup has the right to refuse entry, or to ask a visitor to leave the playgroup.
- 2.10 If an unknown person has come to collect a child, without our knowledge, the parents must be telephoned for permission, and the family password and/or identification must be asked for.
- 2.11 A member of staff stands at the playgroup door at drop off and collection times, parents must sign their children in and out every session.
- 2.12 We require students and volunteers to undertake DBS checks to ensure they meet the Ofsted 'suitable person' requirements.
- 2.13 We require schools placing students under the age of 17 years with the playgroup to vouch for their good character.
- 2.14 We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- 2.15 We provide an induction (including essential safeguarding information) for all students and volunteers at the beginning of their placement.
- 2.16 Students who are placed in our playgroup on a short-term basis are not counted in our staffing ratios.
- 2.17 Students who are placed for longer periods may be counted in our staffing ratios provided we consider them to be competent and we undertake a risk assessment and rigorous checks.



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- 2.18** We have employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- 2.19** We require students and volunteers to keep to our confidentiality policy, students will be asked to read all policies and given the opportunity to ask questions.
- 2.20** We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- 2.21** We communicate a positive message to students about the value of qualifications and training.
- 2.22** We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the playgroup.
- 2.23** We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed: June 2024 or earlier if required