



## **Dunnottar Nursery**

### **Students and Volunteers**

*Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision. (United Nations Conventions on the Rights of the Child - Article 3)*

It is good practice to encourage parent/carer involvement in Nursery. Relationships between staff/parents/children can be enhanced and a climate of trust developed. Parents gain a better understanding of the work of the Nursery and how this benefits their child. Staff can develop an understanding of the needs of the family as well as the child.

Where parents/carers are involved in activities during sessions, staff should ensure that adequate induction procedures are in place so that parents are sure of their role and clear about the aims of the group.

#### **How can we Involve Parents/Volunteers?**

- Nursery outings
- Drawing on special skills (e.g. piano playing/knitting/making puppets or masks)
- Giving talks (e.g. health visitor/dentist/lollypop man etc.)
- Outdoor play area
- Open Afternoons
- Stay and Play
- Noticeboard
- Newsletters
- Twitter
- Interactive Learning Diaries

#### **Risk Assessments**

It is important that parents/volunteers are not left in sole charge of the group and that they are not asked to undertake tasks that would put them or children at risk. Staff will complete a risk assessment that ensures:

- Volunteer or parent helper is never alone with a child/children.
- No one to one situations.

- Parent helper/volunteer is known to the Nursery or Nursery staff.
- Parent helpers/volunteers do not take children to the toilet or change them if they are soiled.
- Parents/volunteers will be made aware of all Nursery policies and procedures and expected to adhere to them.
- Parents/volunteers will be given a blue leaflet on the Protection of Children and Young People to familiarise themselves with.
- The School Leadership Team ensures that any regular volunteers working in Nursery have been checked by Disclosure Scotland prior to working with children.

### **Students**

- The School Leadership Team ensures that any students working in Nursery have been checked by Disclosure Scotland prior to working with children.
- Students work under the direction of Nursery staff.
- Students will be made aware of all Nursery policies and procedures and expected to adhere to them.
- Students will be given a blue leaflet on the Protection of Children and Young People to familiarise themselves with.
- Students do not take children to the toilet or change them if they are soiled.

**Updated – November 2017**

**Reviewed date - November 2018**

