

EKC Volunteer Information – Confidential



First Name(s):

Family Name:

Address:.....

.....Contact No.:

Emergency Contacts:

1.Name..... Relationship.....

Address:.....,

Daytime Tel:..... Home Tel No:.....

2.Name..... Relationship.....

Address:.....

Daytime Tel:..... Home Tel No:.....

Date of birth:

Any allergies or health conditions :

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Epipen, inhaler or medication required and details:

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Any support or reasonable adjustments we need to be aware of due to additional needs

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PLEASE FEEL FREE TO GIVE MORE DETAILS ABOUT ADDITIONAL NEEDS,
REASONABLE ADJUSTMENTS OR MEDICAL CONDITIONS IN THE BLANK SPACE
BELOW.

DBS Check Number and date if over 16

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References if applicable:-

1..... 2.....

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If under 16 years of age: Permission given by Parent/Guardian:

Name.....

Contact number

Name Block capitals

Signature.....

Date.....

CONFIDENTIAL

Ecclesall Kids Club volunteering / work experience contract.

Thank you for volunteering with us, we hope we can support your professional or personal development

This document aims to provide guidelines for volunteers and work experience students on how to support our children.

General Contact with Children and their Family – Please

- Greet the children when they arrive.
- Give a farewell when they leave.
- Feel free to introduce yourself and tell the children why you are there, they love a new face and may ask lots of questions.
- Ensure you wear your name or visitors badge

Training and DBS checks

- If you are over 16 you will be asked to undergo an enhanced DBS check to ensure you are able to work with children.
- You may be asked to undertake training before you start or whilst you are with us depending on your duties, your age and how long your placement is.

Interaction with Children Please

- Make sure you are at the child's level when speaking with them.
- Please listen and provide a child with your attention when they are speaking to you.
- Respond and join in the play with all children you are working with but feel free to stand back and help from the sidelines too.
- Children and their actions should never be referred to as "naughty" by us if their behavior is not ok please ask us and we will help you with that.

- Children take pride in their art work so please give praise when they are showing you their creations even if its not so great.
- When playing with children at the table please sit with them at their level.
- All our children receive the same high standard of care and no child should be singled out as a favourite or made fun of.
- If you see a child who seems sad, upset or not involved please feel free to ask a staff member, please also note some of our additional needs children may be more happy playing on their own too, please ask and we will explain what works best for them to you.
- Children should not be touched by us. Please be aware of your physical interactions with the children – these should be avoided and not initiated by any staff member. If a child seeks physical comfort please ask a staff member for advice.
- Please do not let children sit on your knee or embrace/cuddle/hold them if they need comfort eg they are feeling poorly or have hurt themselves please ask a staff member.
- Do not shout at a child, if a child's behaviour is unacceptable or they are rude to you or call you names, please ask a member of staff for help, we are here to support you.

General Health and Safety Considerations

- Children should never be left alone in the room or outside.
- Volunteers should not take children to the toilet or help with toileting.
- Children should only be given the food provided for them by the club. Snack will always be served by a member of staff who is allergy trained so please don't offer children food off another child's plate, even if they ask for it or it may make them very poorly. If you help with snack serving or preparation someone experienced will be with you.
- Feel free to help children to get a drink or support them in cutting their food if needed.

- Be aware of your environment. Spillages should be cleaned to prevent accidents if you need help please ask us.
- We will ensure you are familiar with the fire and escape procedure and you will need to sign in each session so we know who is here for fire regulations.
- You might overhear things about a child, information that is shared regarding any child is confidential and should not be discussed with family, friends or other work colleagues either verbally or on social networking sites.
- For Safeguarding reasons if you have any concerns about something a child says to you please tell a Manager or Deputy immediately and they will deal with this. Please don't worry about whether it might seem important as the Manager or Deputy will decide on any next steps we need to take. Our Managers (Natalie and Emma) and Deputies (Jack and Denise Bluff) are our Designated Safeguarding Leads.
- Senior staff will be responsible for answering the phone and taking the register.
- You should never let anyone in to the setting unless they have our crocodile lanyard on. In line with school rules parents are no longer allowed in our setting apart from the reception/ greeting area.
- Wash your hands regularly please and if appropriate you may be asked to sanitise too.
- Mobile phones and smart watches are not allowed on your person staff will store them safely for you. Photos of children must not be taken.
- Please make sure you sign in/out each day on the front desk so we know when you are in and out
- **Punishment of any kind eg shouting loudly, smacking is not allowed in our setting, if a child isn't behaving well please ask for help.**
- **Please ask for help if a child's behavior either physical and verbal is causing a problem.**

- **Smoking or vaping is not permitted on our premises or the immediate area around it.**
- **Please ask questions we are here to help, all questions are important questions.**

Personal Appearance

- You should wear comfortable trousers - jeans are allowed as long as they are in good condition, not ripped. Shorts and skirts are fine as long as they are not too short.
- Please bring a light waterproof jacket or coat for outside play and something warm like a fleece/hoodie in winter.
- Foot wear should be sturdy and supportive. Foot wear should also allow you to move safely around the club and quickly if necessary.
- Long hair should be gripped or tied back when handling food.
- Nails should be kept short and clean.
- Sensible jewellery is allowed but best avoided, please bear in mind the younger children might pull at a necklace or earrings.
- Please be prepared to remove body piercings if asked for health and safety reasons,
- Tattoos are fine however you will be asked to keep them covered if it is felt they are inappropriate for our children to see eg swear words or rude pictures.

Signed by
volunteer.....Date.....

Reviewed by EKC Date.....

