

Greenbank Pre School

Use of Volunteers Policy



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

*SPPA Registration No: 0923
Charity No SCO11325*

Use of Volunteers Policy

Parent Helpers and volunteers

Greenbank Pre-school is run within Greenbank Parish Church and operates to support the community. On taking a place at Greenbank Pre-school parents and carers undertake to do their pro-rata share of duties for each term. It is relevant therefore to include here the aims of Greenbank Pre-school.

Aims of Greenbank Pre School

1. To provide a safe, stimulating environment in which children can feel happy and secure
2. To ensure that the children at Pre-school have a challenging educational experience, this includes emotional, social, physical, creative and intellectual development.
3. To provide a varied daily programme of activities along Early Education Guidelines to ensure quality of learning.
4. We aim to develop a clear sense of right and wrong by praising good behaviour and by explaining why other behaviour is inappropriate.
5. To encourage positive attitudes towards others and develop confidence and self-esteem
6. To ensure that staff and parent helpers work as an effective and efficient team
- 7 To liaise with local school, agencies and the community

Each session there are three staff on duty and one parent. A guide to help parents and carers when they are on duty is displayed on the wall. Each parent will receive a copy of the duty list at the beginning of each term. If a parent or carer has special requests e.g. Mondays and Tuesday only, they should please advise the rota coordinator.

Volunteers

From time to time we do have other volunteers who are not parents. Any such volunteers must have the appropriate PVG Scheme membership to enable them to work with children. Provided that such documentation is available and up to date staff will be happy to speak to volunteers who may wish to gain experience working with pre-school children.

All staff and committee members will have a working knowledge of this policy.

Date of review September 2014

Name Joan Ritchie

Next review by September 2017