

# **Greenbank Pre School**

## **Parental Involvement and Volunteers Policy**



**Greenbank Pre School**  
Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*Early Years Scotland membership number 10042*  
*Greenbank Parish Church Charity No SC011325*

*Policy Number GBPSPOL18*

## **Parental Involvement:**

Greenbank Pre School will:

- Encourage parents or carers and their children to visit Pre School as a family before applying for a place for their child.
- Offer a flexible approach to all parents/carers to allow for a settling in period when starting and for all concerned to become used to the Pre School's routines and policies.
- Welcome new parents/carers and help them to become familiar with the routine of the Pre School and guidelines of good practice. The Pre School recognises that it is difficult for new parents/carers to understand how the Pre School operates unless time is specifically given to this task.
- Welcome the contributions of all parents/carers whatever form these might take and ensure they have opportunities to contribute their skills, knowledge and interest.
- Involve parents/carers in the progress of their child formally and informally and work with them in sharing all records concerning their child.
- Inform parents/carers that the Pre School has adopted a number of policies to provide a quality environment.

- Ensure that parents/carers are kept fully informed about meetings and training and that these will be held at various times to take into account individual family needs.
- Ensure that parents/carers are aware of how any queries, complaints or suggestions can be made.
- Ensure that parents/carers are able to talk and discuss personal matters relating to their child, in confidence, on a daily basis if required.
- Encourage parents/carers to play an active part in the running and management of the Pre School.
- Provide opportunities for parents/carers to participate in the Pre School's activities, to learn about the Pre-School curriculum and the importance of play in the child's development both in the Pre School and at home.
- Make every effort to provide translation service or interpreters as needed for parents/carers whose first language is not English.
- Invite parents and carers to participate in the sessions and not confine their role to domestic duties.
- Be flexible enough to cope with adults who have special needs.
- Every parent and carer should be helped to participate as much as they are able to do. No-one should be made to feel a burden or a nuisance.

- Adults who are not members of the PVG scheme will not be asked to take a child or a group of children to the toilet or into an area away from staff.

## **Use of 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. Staff are happy to speak to volunteers who may wish to gain experience working with pre-school children, and arrangements will be made for application to the PVG scheme when appropriate.

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

**Date of review** September 2023

**Name** Joan Ritchie