



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Visitors and Outside Agencies Policy

At Barnfields Extra Before and After School Club we are committed to making the use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel welcome in the nursery.

- The children will be encouraged to be actively involved in the planning and preparation for the visit and also to reflect on the visit and the process after its completion.
- Prior to the visit visitors will be advised of the aim of the session why they have been asked to be involved. (see attached proforma)
- The visitor will be given a summary of the education the pupils have already received in the given topic and what the future learning goals are.
- The visitor will also be given the relevant information on the number of children involved, their ages, the time allocation and any resources they will have available.
- The company will ensure any visitor is adequately vetted in line with current regulations. The protection and safety of the children will always be paramount.
- The manager will ensure that the visitor is used to the maximum potential and will ensure the visitor understands the needs of the pupils and the PHSE curriculum to be covered. The manager will provide the visitor, is necessary, with any relevant policies.
- The manager will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. If the visitor refuses to have the manager present then the visit will not be allowed to go ahead.
- Parent helpers and volunteers will be asked to sign in at the main school reception and also on the club log sheet. All visitors will wear an official visitors' badge.

Policy for the use of adults other than employed staff in the nursery

Definition of such adults:

- Work experience students
- Volunteers – parents, helpers
- Technical and administrative staff

These adults may be either paid or volunteers. Barnfields Extra will be responsible for checking the suitability of these adults and to ensure that they are appropriately qualified to work with young children and are competent in the activity they will deliver. All these adults will work under the supervision of the manager or a designated member of staff.

Role of the club in recruitment of volunteers:

Volunteers will work directly alongside a member of the club staff. The manager will complete various induction activities with the volunteers.

The club retains responsibility for the health and safety of the pupils.

The manager will ensure that:

- The work of volunteers follows the nursery programmes.
- Sessions are pre-planned with clear learning objectives.
- The activities and equipment are suitable for the age, ability and size of the group.
- The activities are suitably differentiated and inclusive for the group.
- There is a formal record of sessions to aid future planning.

The manager will ensure that the volunteers are made aware of relevant policies and procedures and in particular:

- Health and safety
- First aid, accident and emergency procedures
- Safeguarding

The manager will ensure that all volunteers are made aware that best practice means that '***if you are not sure of anything – then please check***'.

Complaints –Disciplinary Procedures

Barnfields Extra is responsible for disciplinary issues for volunteers. The employer is responsible for other visitors.