

## Student / Volunteer helper Guidelines

Welcome to Swanwick Pre School we hope that you will enjoy working at our group.

Please read the following guidelines:

1. **Confidentiality**  
Anything you hear at the group regarding the children, their families or home must be kept confidential.
2. **The following points are for your safety**
  - You must not be left alone with a child/children.
  - You cannot take a child to the toilet, assist them or supervise the toilet area.
  - A member of staff must handle changing of clothes.
  - Assistance can be given with coats, sweatshirts and jumpers.
  - Dressing up clothes place on top of normal clothes.
  - No hot drinks should be taken out of the kitchen area.
3. **The child's safety must be considered at all times and any dangers reported immediately.**
4. The child looks at you as an example. Please remember this in your manner, attitude, language and behaviour.
5. A member of staff will show you the daily plan, and explain which activities are adult led and which are child initiated. Remember these when you talk and play with the children.
6. The parents are important. Please be polite and friendly. Remember they will be leaving their child in your care. **A smile goes a long way.**
7. If you are unsure of anything please ask a member of staff.
8. **Students** – Any work/assignments given by your school must be discussed with the supervisor. They will ensure it meets with our policies and provide the opportunity for this work to be completed.
9. **Daily routines tasks:**
  - Writing names on the child's work (if they cannot do this)
  - Capital initial letter followed by lower case letters e.g. Thomas
  - Aprons on / off
  - Sleeves rolled up
  - General tidying of equipment
10. **Please read the fire drill procedure and note the fire exits.**