

## Student and Volunteer Induction

Whitley Lodge Under Fives is committed to providing a safe, stimulating and caring environment, where learning is fun and children can enjoy social interaction with their peers. We are sensitive to children's individual needs and encourage them to reach their full potential at their own pace. We work in partnership with parents to provide a quality pre-school experience.

<b>Job title:</b>	<b>Pre-school assistant</b>
<b>Main duties:</b>	To assist staff to provide safe care and education opportunities for pre-school children
<b>Line manager:</b>	Students and volunteers will be responsible to and managed by the pre-school supervisor
<b>Introductions:</b>	The supervisor will introduce you to other staff members
<b>Paperwork:</b>	You will receive copies of Health and Safety Policy, Student and Volunteer Policy, Confidentiality Policy, No Smoking/vaping Policy, Welcome Pack (giving information about the setting) and a copy of the induction agreement which you will be asked to sign.
<b>Tour of setting:</b>	Toilets, staff room, water cooler. Fire exits and extinguishers, evacuation procedure. First Aid Box, First Aiders and accident book. Gloves, cleaning materials and safe storage.
<b>Hours:</b>	Mon – Fri                      9.00 – 12.00 Weds, Thursday            12.30 – 3.30 (as of January 2023) Please telephone pre-school if you are unable to attend
<b>Lunch:</b>	Students/volunteers will be responsible for themselves at lunch time. There are places locally to purchase lunch or lunch may be eaten on the premises.

### Do

- Join in with activities
- Help set up
- Help clear away
- Read stories
- Join children on carpet at circle times
- Assist with snack time
- Sign Visitor's book each session
- Ask if you are not sure
- Enjoy your visit
- Telephone if you are unable to attend

### Don't

- Take children to the toilet – this is to protect yourself and the children
- Take children to wash hands unless another member of staff is present
- Open/close door-must be done by member of staff
- Bring hot drinks into playgroup-safety
- Handle soiled clothing or body fluids
- leave to member of staff with gloves
- Feel shy – just sit at an activity and the children will come and talk to you.

Induction should take no more than one hour – please complete the induction process sheet attached.

***Whitley Lodge Under Fives - where learning is fun!***