Volunteering at Nether Green Junior After School Club

You have shown an interest in volunteering with us at Nether Green Junior After School Club. Below is the agreement volunteers make when starting with us. Volunteering with us is a great way to gain childcare and work experience in a fun and professional setting. If you believe you are able to do this then please email us a letter about why you would like to volunteer, what experience you may have, a little bit about yourself and what availability you have to volunteer with us. Our sessions run from 7.15-8.45am and 3-6pm weekdays. If your letter suits our needs, then I will contact you to discuss further.

All volunteers will need 2 references and clear DBS check before starting. As well as completing relevant safeguarding training (this is at no financial cost to you, the training takes around 4-5hours to complete all).

Nether Green Junior After School club

Code of Conduct for Volunteers on Placement

The aim of this document is to provide guidelines for volunteers to support children to achieve their full potential, while fulfilling their own role and professional development.

General Contact with Children and their Family

* Greet children when they arrive.
* Give a farewell on departure.
* Introduce yourself, if this has not already been done.
* Children should be referred to by their formal/familiar name, unless a parent has requested otherwise.
* Any messages by parents given to you should be directed to staff in that area.

Interaction with Children

* Make sure you are at the child’s level when speaking with them.
* You should listen and provide a child with your full attention when they are speaking to you.
* Do not speak over children.
* Respond and interact with all children.
* Children and their actions should never be referred to as “naughty” “bad” etc.
* Children take pride in their art work so always give praise when they are showing you their creations.
* When playing with children at the table sit with them at their level. Do not lean over or across them.
* All children are entitled to the same high standard of care and no child should be singled out as a favorite or belittled.

General Health and Safety Considerations

* Children should never be left alone in the room or outside.
* Children should only be given the food provided for them by after school club or their own from home (no unhealthy foods are allowed to be eaten on site unless specified by a member of staff).
* Staff will explain any specific dietary or medical needs that you need to be aware of but if you are unsure ask.
* Be aware of your environment. Spillages should be cleaned to prevent accidents.
* Familiarise yourself with the fire procedure.
* Information that is shared regarding any child is confidential and should not be discussed with family, friends or other work colleagues either verbally or on social networking sites.
* Senior staff will be responsible for answering the phone and taking the register. You should never allow anyone entry into the after-school club.
* Wash your hands before/after serving food.
* Mobile phones are not permitted and should be stored in the staff room. They should be turned off unless you have requested to keep it on to take an important call.
* Please make sure you sign in/out each day on the front desk
* **Corporal punishment of any kind will not be tolerated in our setting.**
* **Smoking is not permitted in the school or the immediate area.**

 Personal Appearance

* You will be provided with a staff t-shirt which you should wear each day. This should not be taken away from the setting.
* You should wear comfortable trousers - jeans are allowed as long as they are in good condition, not ripped. Shorts and skirts are permitted as long as they are knee length.
* Please let the deputy know if your uniform needs washing.
* Foot wear should be sturdy and supportive. Foot wear should also allow you to move safely around the afterschool club and quickly if necessary.
* Long hair should be gripped or tied back when handling food.
* Nails should be kept short and clean.
* Sensible jewelry is allowed. Please be prepared to remove body piercings if asked for health and safety reasons
* Tattoos are permitted however you will be asked to keep them covered if it is felt they are inappropriate for our setting and our families