

# Maple Grove Community Group

## Safeguarding Children/Guidelines for Volunteers & Students

The staff and committee appreciate offers of help from volunteers and hope that you will find the experience rewarding and enjoyable.

Volunteers and Students please read these guidelines carefully and ask if you are unsure of their meaning.

- What you see and hear in The Group must remain strictly confidential. If you are approached by another parent and asked questions about their child or anyone else's, make it quite clear that your role is to help in The Group and never to pass judgements. If they require further information, they should speak to a member of staff.
- The policy of The Group is a 'No Smacking' or negative handling; this includes your own children.
- Strictly NO SMOKING on school grounds.
- Please read the fire routine displayed at the exit doors.
- Only members of staff are allowed to attend children in the toilet area. Please ensure you are not left alone with any child.
- If you feel that you do not know how to respond to a child's behaviour, always ask the staff, who will be pleased to assist you. Never allow a confrontational situation to develop.
- When you are around the children, encourage them to make choices for themselves, but be willing to help if they ask. Try not to interfere with the Childs free flow play unless their actions may be dangerous or harmful to themselves or others. When they have finished a piece of work or an activity, encourage them to tell you about it, giving praise and encouragement to build confidence and self-esteem.
- Encourage the children to help tidy away at the end of a session. Persuasion and involvement usually works, but avoid a battle with children if they are reluctant.
- Children are always treated in a kind but positive manner and by good example we say 'please' and 'thank you' and 'excuse me' etc. In time the children will do the same, again never make an issue if for some reason a child refrains from doing so. Gratification is a learned process.
- Please let the Group staff know if you are suddenly unable to attend.

**Above all enjoy your time at Maple Grove Community Group and have FUN with the children. They really do enjoy and benefit from caring company. Thank you for your time and help.**

This policy was adopted at a meeting dated.....

Signed (position).....