

Volunteer Placement Tasks

Activity Support – Staff Nursery

1.0 Role summary

To support children with activities under supervision of the staff at the day nursery

NB All duties will be carried out under the supervision / guidance of the nursery staff but will never allow volunteers to be left alone with children.

2.0 Key Tasks

- To support children with activities and encourage interaction during their day at nursery.
- Listening and talking to children, making them feel at ease
- Assisting the nursery staff in the provision of activities for children.
- Helping staff with various tasks such as getting involved with the day-to-day tasks i.e. preparing drinks, giving out meals and preparing activities.
- Helping to encourage parents to contribute to experience surveys

3.0 Confidentiality

The volunteer must maintain confidentiality of information relating to children, staff and other Health Service business.

4.0 Health & Safety

Volunteers must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, children, parents and visitors to the nursery.

5.0 Equal Opportunities

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every volunteer and employee to comply with the detail and spirit of the policy.

6.0 Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its volunteers, employees, service users and visitors. Smoking is therefore not permitted in accordance with the guidelines set down within the Trust Smoking Policy.