

Volunteer/ Work Experience/ Student

Name _____

Date of birth _____ Role _____

Contact phone number _____

Email address _____

Organisation _____

Organisation contact _____

Phone number _____

Email address _____

Emergency contact name _____

Relationship _____ Emergency contact number _____

I have read and understood the following policies. (Please initial)

_____ Entrances and approach to the building

_____ Complaints procedure for parents and service users

_____ Concerns of allegations of serious harm or abuse against staff, volunteers or agency staff

_____ Confidentiality, recording and sharing information

_____ Deployment of volunteers and parent helpers

_____ E-Safety

_____ Fire safety

_____ Food for play and cooking activities

_____ Infection control

_____ Kitchen

_____ Manual handling

_____ Privacy notice

_____ Promoting inclusion, equality and valuing diversity

_____ Promoting positive behaviour

_____ Responding to safeguarding or child protection concerns

Volunteer/ Work Experience/ Student

- _____ Staff cloakrooms
- _____ Staff personal safety
- _____ Student placement
- _____ Terrorist threat/attack and lock-down
- _____ Threats and abuse towards staff and volunteers
- _____ Visitor or intruder on the premises

Days in the setting; _____

Hours in the setting; _____

You are to arrive at the playgroup on time at the agreed times and let us know if you are unable to attend. You are expected to follow policies and fulfil the role of trainee early years practitioner. You are expected to work in a safe manner, be respectful and be a good role model for the children. You are to ask for feedback from the senior staff at the end of each of your sessions and respond positively to constructive criticism. You are to speak with a member of the senior staff or your teacher/tutor if you have any questions or concerns.

Signed; _____

Dated; _____