

TIGERZ AFTER SCHOOL CLUB

VOLUNTEERS, STUDENTS AND PARENTAL SUPPORT POLICY

We actively encourage the participation of parents, carers, students and other volunteers in our club. They will be made aware of the club's aims, policies and procedures prior to working with the children. In particular the confidentiality policy, health and safety policy and fire evacuation procedures will be made clear. All regular volunteers who are spending more than 1 day per week for a period in excess of 6 weeks, or more than 2 full weeks in the club, will be expected to undergo Enhanced Disclosure.

Club staff will be responsible for the children's safety and well-being and at no time will volunteers be left unsupported. The senior member of staff will at all times retain responsibility for the running of the session. All volunteers will be encouraged to participate fully in the club's activities.

Prior to a student working in the club, the manager must receive written information from the training agency, including student's personal details, course work, length of their placement request and confirmation that the Disclosure Scotland checks have been carried out. The parents at the club will be informed of the duration of their placement.

On arrival the senior member of staff will introduce the volunteer to the staff team, before showing them around the playroom, highlighting emergency exits and security measures. The senior member of staff will carry out an induction prior to commencement of work in the club. The student will be asked to share any relevant information and materials they may have brought with them. The student will be personally introduced to the parents as appropriate.

During the length of their placement staff will be expected to give the student opportunities to contribute to the session and to give encouragement throughout. The student will also be encouraged to liaise with the staff to ask for help and guidance and will be expected to share any relevant course work throughout.