



Dear Parents and carers of volunteers/ DoE/ school work experience students.

We would love to welcome your child to Ecclesall Kids Club and would be grateful for your support in completing the documents and in ensuring they have read and signed our volunteer/work experience contract and read our policy to understand what is expected and what it might be like in our setting. All paperwork must be completed before starting or brought in on day one where the volunteer/work experience student will just be buddying with a staff member who will look after them. Please ensure the paperwork is given to the Manager on duty Natalie or Tammy.

Volunteering at EKC when under 16:

- Please read our volunteering policy with your child..
- Please carefully read the contract, the volunteer/work experience student must sign this.
- The information form must be filled out with the volunteer's details and emergency contacts.
- Please fill out our health questions and those about additional needs as this helps us meet the volunteers needs whilst in our setting and ensure their health and safety. Your child must have any medication you need with them at all times, e.g. inhaler, epipen. Any other medications that need to come into club that aren't for emergencies, please detail on the form including any storage instructions. This information will be retained confidentially in the Managers file and only the Duty Manager at each session will have access to it.
- Please let us know if we need to make any reasonable adjustments at work as your child has additional needs.
- If a volunteer misses any sessions due to illness or other reasons then they will need to extend their finish date to meet the agreed time requirements to enable us to sign off your volunteering section (DoE volunteers).
- School work experience students need to complete their school log book every day please remind them to ask to do this at the end of our session when most of the children have gone home.
- As we have quite a late finish 6.15pm, the volunteer may be able to leave a little earlier so parents please let us know if you would not be happy with that or wish to collect them directly from our setting each day.
- We like our Volunteers and work experience students to have fun too, they are welcome to let us know if they have any ideas or activities they would like to do whilst with us. We want them to make the most of their time with us and really get something from the experience.

Thank you

EKC Club Management Team

Volunteers name

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Days/times to attend/ how long

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Name of Parent/ guardian in block capitals and parent signature of permission

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Date