



### Volunteer Profile – Nursery Assistant Responsibilities and expectations.

1. To support the staff in the Nursery to carry out their roles in relation to the welfare and education of the children.
2. To support the staff in the setting up and putting away of equipment necessary to support the delivery of the curriculum.
3. To help the children access the learning opportunities created during individual, group and Choose times.
4. To support the staff in the delivery of structured work sessions.
5. To help the children to develop their self-help skills and independence: dressing, toileting, eating and drinking.
6. To support the development of the children's communication skills by being prepared to learn about alternative and augmented systems of communication
7. To be prepared to read charity policies and abide by our Code of Conduct.
8. You are warmly invited to attend our staff meetings as well as any of our in-house training session.
9. Willingness to attend an induction session for volunteers is expected.

### DBS CHECKS

Volunteers aged 16 and over, who will be volunteering at Autism Early Support (Circle Centre) for longer than a 2 week period will need to have a DBS Check completed.

**For the purposes of this criminal record check the DBS define a volunteer as somebody who is working purely for the benefit of others. Please also note that unpaid work towards a course or qualification or for work experience is not classed as voluntary by the DBS.**

Charges for DBS checks are: £62.00 **or** £18.00 for a volunteer (as defined above). We ask volunteers to pay the relevant one of these costs.

Autism Early Support (Circle Centre) will however reimburse any volunteer who is long standing and completes 100 hours of volunteering support for us. (This equates to one day a week for 6 months, or two days a week for 3 months). If volunteers wish to have a portable disclosure that are available, then they will be required to pay the additional costs of that themselves. AES can then complete a status check free of charge on the Portable DBS check and no additional costs are incurred.

*Autism Early Support is committed to Equality of Opportunity*