



Volunteer Policy

At Little Dreams Nursery, we recognise the immense benefits that volunteers bring to the Nursery. In return, we hope to allow volunteers to share their skills in a different environment and to undertake new experiences.

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment with the Nursery. We will, however, insist that the volunteer follows all Nursery procedures in the same manner as a paid employee to ensure consistency, safety, and quality of care and early learning for the children. Volunteers will always be supervised.

Enhanced Disclosure / PVG check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced disclosure / PVG check. These checks will be conducted before any volunteer starts their time within the Nursery.

Training

Volunteers through an outside agency will be given training and/or support before commencing volunteering, as appropriate. Volunteers chosen by Little Dreams will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and Procedures

Volunteers are expected to comply with all the Nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the Nursery, staff, children, and families as stated in the confidentiality policy and should always follow the Nursery's confidentiality procedure.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- A copy of the nursery's Aims & Values.
- 2 copies of the Volunteering Policy, one of which will require reading, signing, and returning to the Nursery Manager / Deputy Manager.
- 2 copies of the confidentiality statement, one of which will require reading, signing, and returning to the Nursery Manager / Deputy Manager.
- Details of the nursery website to access all policies & procedures.

Volunteer Support

The Nursery has designated officers who will take the volunteer through their induction and support and advise them throughout their time in the Nursery. Our designated officers, for volunteers is Nicola Park or Kelly Watson.