Version: 2

Volunteer Policy

Introduction

At Reepham Pre-school we recognise the immense benefits that volunteers bring to our setting. In return we hope to give volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. Volunteers can help out on a casual or regular basis; it could be help for a trip out, an extra pair of hands on a special occasion such as a party, or as an expert to support the pre-school’s activities. A volunteer is not an employee and will not have a contract of employment with the preschool. We will however insist that the volunteer follows all pre-school procedures in the same manner as a paid employee to ensure safety consistency and quality of care and early learning for the children.

Aims

* To describe the procedures in place for volunteers working within our setting.

Procedures

* All regular volunteers will satisfy all official checks made upon them - including DBS checks. Volunteers that have not had a Disclosure and Barring Service checks returned will not have unsupervised access with any child.
* Regular volunteers will sign in on the daily register and casual volunteers will sign in the visitor’s book.
* Regular volunteers will be counted in the Pre-School’s child:staff ratio. However, we will ensure that there are at least two full members of staff in every group of 18 children, at least one of whom holds an appropriate qualification, and that the volunteer is in full sight of one of those staff members at all times when working with children.
* Parents will be introduced to the volunteers, by staff, when they begin volunteering within the setting.
* Volunteers will be treated and respected as part of the Pre-school team.
* All volunteers are expected to demonstrate empathy towards children. They should adhere to behaviour expectations, support the deliverance of the EYFS curriculum and bring an element of fun to their work and to the lives of children.
* Volunteers will abide by the Pre-School rules regarding the running of the Pre-school. They will need to read the Pre-School policies and sign to say that they have done so.
* Volunteer’s opinions will be valued and their input greatly appreciated at each session.
* Training may be offered to volunteers upon request at the Manager/Committee’s discretion for approval.
* A procedure for induction will be followed.

1

* Volunteers are likely to become aware of confidential information within pre-school either about the children, its staff and parents/carers. Volunteers should not disclose this information and should follow our confidentiality policy at all times.

Relevant Other Policies

Confidentiality

Safeguarding Children

COVID 19 Policy

Signed on behalf of the Pre-School.

…………………………………………………………………………Committee

………………………………………………………………………….Manager

Date: ……………………………………

Review Date: ………………………….

2