



LITTLE ACORNS PRE-SCHOOL

POLICIES

Volunteer Policy

In the context of this policy we consider volunteers to be those attending pre-school for more than three 'one-off' occasions, when they may well be offering specialist tuition or visiting. This does not include school age work experience.

We believe that the involvement of volunteers would enhance the provision we are able to offer.

- Volunteers are subject to the same recruitment procedure as paid staff in terms of application forms, interviewing etc. where appropriate.
- All regular volunteers will be subject to an enhanced DBS check or to provide details of their DBS Update Service number so that their DBS status can be re-checked.
- For students volunteering as part of their qualification, an assurance letter from their School or College may be accepted as proof that the student volunteer has undertaken a DBS check through that Establishment.
- Volunteers may be working directly with the children, with existing staff or with the pre-school leader.
- Volunteers may be under the age of 17. However, any volunteers working during pre-school hours, with the children, either directly or indirectly would be an enhancement to the existing paid staff contingent, rather than as a replacement. They would however be considered an integral part of the staff team for the period of their voluntary work.
- Working with Volunteers: Rights & Responsibilities
- Any volunteer coming forward would be offered full induction training, relevant to their role, in line with paid staff. This would include discussion on aspects of behaviour management, valuing diversity and working with children with particular needs.

- Discussion would be carried out with all volunteers, as to the tasks they would undertake and the role they will play, and following this discussion they would be provided, as appropriate, with a job description which clearly lays out their role, the tasks they have agreed to undertake and the person to whom they should report. The job description would be drawn up in full consultation with the volunteer in question, but would be along the format of the job descriptions for paid staff.
- Volunteers would be requested to sign the job description, as a form of contract, ensuring both the setting and the volunteer agree on their position, task, reporting and the days/times the volunteer will attend.
- Volunteers assisting with Forest School activities will be required to read the Forest School handbook prior to any session.
- Volunteers would be reimbursed for any out of pocket expenses incurred whilst working as a volunteer in the setting with prior agreement of the board of trustees. Expenses should not be incurred without prior agreement.
- The Volunteer would be invited to attend staff meetings where appropriate.
- Volunteers would be offered training opportunities along with the paid staff, and the pre-school leader will ensure that they have access to the appropriate newsletters, training updates and other information in which this is contained.
- The pre-school leader will regularly discuss, with the volunteer, their progress and, if appropriate, the achievement of any objectives (e.g. if they are undertaking a voluntary placement).
- Name, address and emergency contact details will be kept in a central place (Single Central Record) along with any relevant medical needs, in line with our confidentiality policy.

Signed

Updated: November 2010

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