



## LITTLE FIRS DAY NURSERY



### 75. Volunteers Policy & Procedure

**This policy and procedure links to the following:**

**Legal Framework: Statutory Framework for the Early Years Foundation Stage: 3.9, 3.29**

**Little Firs Policy and Procedure: All Human Resources Policies and Procedures**

At Little Firs we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity 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 and Barring Service (DBS) check**

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the nursery and will also include two written references.

#### **Training**

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection, paediatric first aid (where applicable) 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 confidentiality procedure.

### **Volunteer's induction pack**

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

- General information about the nursery
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.

### **Volunteer support**

The Room Leader or Deputy will take the volunteer through their induction and support and advise them throughout their time in the nursery.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>July 2021.</b>	16 <sup>th</sup> July 2021	<i>P. Goodrick Electronically signed due to Covid19 Restrictions.</i>	<b>July 2022.</b>