



Volunteers Policy

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Becoming a Volunteer

Anyone wishing to work as a volunteer should meet with the manager to agree the nature of the placement. Depending on the type of activity undertaken, different levels of supervisor checks and training will be required.

All volunteers will be given access to the pre-school policies – particularly health and safety and safeguarding, along with the staff handbook.

For all volunteers working with or alongside children, the following should be completed:

- An enhanced DBS (Disclosure and Barring Scheme) clearance check
- Declaration forms must be completed and a short safeguarding induction questionnaire, showing they understand the pre-school's policy and procedures.
- A staff file will be maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Ladybirds. The student will be expected to adhere to all the pre-school's policies and procedures, including confidentiality and online safety, and will not be placed in a group with family connections.



Ladybirds Pre-School



- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.
- Volunteer drivers who would need to be accompanied by another member of staff and should provide to the Manager their current MOT, insurance and driving licence two days before the event.

If there is any doubt as to the level of checks required, a decision should be sought from the Manager.

Volunteers' Expectations from Ladybirds:

Volunteers at Ladybirds should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the manager.

Ladybirds Expectations from Volunteers

Ladybirds Pre-School expects all volunteers to:

- Adhere to the pre-school's policies and procedures.
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Follow all safeguarding procedures in line with our policies
- Advise school as soon as possible when it is not possible to attend.
- Complete staff declaration forms annually



Ladybirds Pre-School



Security

All volunteers must sign in and out of the register and wear a visitor or staff badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Manager for investigation in line with our disciplinary policy.

The Manager reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 26th November 2020 *(date)*

Signed on behalf of the provider

Name of signatory Gerard O'Neill

Role of signatory (e.g. chair, director or owner) Trustee