

Volunteers Policy

Aim:

Ladybirds benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the pre-school on a voluntary basis.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Ladybirds without encroaching on the professional responsibilities of the practitioners.

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.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Committee or Trustees
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources
- Training Staff
- Accompanying school visits
- Escorting children on local walks
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Maintenance and cleaning tasks

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in the pre-school on a regular basis should request a Volunteer Application Form from the Manager. This should be completed and returned with the necessary original identity documents to facilitate an enhanced DBS (Disclosure and Barring Scheme) clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer unless a portable certificate is available.

When two satisfactory references, a disqualification by association declaration and a clear enhanced DBS check has been received by the school, the Manager will interview the potential volunteer and an appropriate placement will be

agreed. A regular day and time will be agreed and the applicant will be expected to adhere to the pre-schools staffing policy.

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 the school's confidentiality policy.
- 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. In exceptional circumstances the Manager can agree a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken and counter signed by the Chair of Governors.

Safeguarding Induction

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

Information on the Role of a Volunteer

All volunteers should have access to this policy and the pre-school's Staff Handbook which includes important information about the day to day routines of the school and advice on protocol and practices in school.

Volunteers should also have access to the pre-school policies which are all available from the pre-school's website www.ladybirdsnewbury.co.uk or from the office.



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.

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the pre-school's Dress Code.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- 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.
- Refer any behavioural or safeguarding concerns to the manager.
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

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.

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

19th March 2019 *(date)*

Signed on behalf of the provider



Name of signatory

Gerard O'Neill

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

Trustee