



VOLUNTEER POLICY/AGREEMENT

Volunteers play a very important part in this setting. The individual skills and experiences that they can offer are welcomed and valued by both staff and children. Although volunteers are not included in the staff/child ratio the children do benefit from having additional adults in the setting.

- Volunteers that help in the setting on a regular basis are required by OFSTED to have police checks carried out by the Disclosure and Barring Service. Volunteers who help out occasionally do not have to undergo these checks but will not be left unsupervised with the children at any time. Volunteers without a relevant DBS check will not be authorised to enter the toilet area.
- Children not registered at the Pre-School are not permitted to accompany the volunteer during their agreed session.
- Volunteers are asked to familiarise themselves with the policies of the setting as these form the basis of good practice.
- Volunteers will be entered on the register so that in the case of an emergency evacuation they can be accounted for. Please familiarise yourself with the settings evacuation policy displayed in the Pre-School.
- Volunteers will be given specific tasks and direction in order that they feel comfortable and part of Bolnore Village Pre-School. If preparing food, please ensure you have read the Food and Hygiene in Pre-School document.
- Volunteers are requested to report any concerns regarding bruising, marks or inappropriate behaviour, **by a child or an adult**, to a member of staff or the Managers. If you have **any** Safeguarding concerns please speak to the Managers or refer to the settings policy or the staff notice board for advice.
- Volunteers must understand the importance of confidentiality and must not relay information they have heard or seen whilst in the setting relating to another child or family. Volunteers will be expected to read the confidentiality policy.
- Volunteers must not use personal phones or cameras in the setting. Please ensure phones/cameras are locked away or added to the staff box. Volunteers are shown the Social Media Policy.
- Volunteers will be expected to role model appropriate behaviour and language at all times.

VOLUNTEERS NAME: DATE OF BIRTH:.....
EMERGENCY CONTACT NAME:.....
EMERGENCY CONTACT NUMBER:



OUTINGS

Refer to outing(s) policy

The children's safety is paramount and therefore when taken out of the setting an adult to child ratio of 1:2 is required - one hand for each child! In order for any outing to take place the setting will need the help of many parents, carers and volunteers.

For information and protection of both volunteers and children the setting will adhere to the following:

- Details of the outing will be given to the volunteer in advance in order that they can familiarise themselves with the routine and expectations of the day.
- Each volunteer will be linked with a member of staff.
- The volunteer will always be accompanied by a member of staff.

NAME.....

ADDRESS.....

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I confirm that I have read and understood Bolnore Village Pre-School policies and procedures and am in receipt of the Volunteer Guidelines.

Signature

Date.....

Manager's Signature.....