

Volunteer Policy



We welcome volunteers and this policy lays out our rights and responsibilities with regard to volunteers.

In the context of this policy we consider volunteers to be those attending Playgroup for more than three 'one-off' occasions,

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 induction and signing of the Confidentiality Policy.

- The needs of the children are paramount. Volunteers will not be admitted in numbers which hinder the essential work of the Playgroup
- Any information gained by the volunteers about the children, families or other adults in the group must remain confidential.
- Volunteers are never alone with children.
- Volunteers may be working directly with the children, with existing staff or with the pre-school leader.
- Volunteers may be under the age of 18. However, any volunteers working during Playgroup 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.
- 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.
- The volunteer would be given full access to the Staff Handbook, and required to sign the various settings policies as applicable, e.g. confidentiality.
- 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.
- Any volunteer working in the setting on a regular basis would be requested to undergo an enhanced DBS check. We will pay for any costs which were incurred in obtaining this disclosure unless otherwise stated.

- Volunteer would be offered training opportunities along with the paid staff, and the Playgroup Manager will ensure that they have access to the appropriate newsletters, training updates and other information in which this is contained.
- The Playgroup Manager 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).

This policy has been updated and accepted; March 2019

Signed on behalf of Playgroup:

A handwritten signature in black ink, appearing to read 'Liz Newbold', is written over a light grey rectangular background.

Name: Liz Newbold

Designation: Chair of Board of Directors