



VOLUNTEER POLICY

Long Bennington Pre-School
Registered Charity: 1157300

Safeguarding and Welfare Requirement: Suitable People

3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

We recognise that the quality and variety of work which takes place in our setting makes it an ideal place for volunteers to gain work experience or training. We aim to provide an environment in which volunteers, under the guidance of a skilled staff team, experience examples of quality practice.

Procedures

- Volunteers under the age of 17 will not be counted in ratios and will be supervised at all times
- Volunteers aged 17 and over who are undertaking a long term placement, may be included in ratios only when we are satisfied that they are competent enough to be unsupervised
- We require that all regular volunteers have an enhanced criminal record check through the DBS and keep their DBS check up to date by subscribing to the DBS update service throughout the duration of their voluntary work with us. Volunteers will not have unsupervised access to the children until they have been cleared as being suitable.
- We recognise that the needs of the children are paramount and volunteers will not be included into ratio numbers if that hinders the essential work of the setting
- Volunteers will only be included in ratios when they are a suitable person (DBS check) and we are satisfied that they are competent enough to be unsupervised.
- We will provide the volunteers with full information about the role and responsibilities within the setting during their time with us
- We will ensure volunteers are known and introduced to parents and carers
- We will provide volunteers with a full induction and a staff mentor
- We will ensure all volunteers are supervised when required
- We will ensure that any information gained by the volunteers about the children, families or other adults in the provision remains confidential in accordance with the confidentiality policy
- We will provide a termly review with volunteers, between the staff mentor, manager of the setting, and the volunteer to ensure all needs are being or have been met
- We will provide training opportunities to support professional development
- Volunteers can offer their help on a casual or regular basis
- A personnel file will be established in line with our 'Induction Policy'

This policy was adopted by

Long Bennington Pre-school

On

14th January 2019

Date to be reviewed

January 2020

Signed on behalf of the provider

Name of signatory

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