



LITTLE CHERRIES

VOLUNTEERS POLICY

Policy and Procedure

We believe that voluntary workers can make a significant contribution to the pre-school community by giving their time and sharing their skills and expertise within the setting. Volunteers may have a wide range of interests and abilities that complement pre-school programmes, thus providing a wider range of interactions and experiences for children. We appreciate the positive contribution that such committed and enthusiastic people can bring to our setting.

Volunteer Selection Procedures

Volunteers will be assessed for their suitability to be placed at Little Cherries by the Manager. This initial assessment will be made in relation to the skills and contributions being offered and the current needs of the group.

After the initial assessment we require volunteers to:

- Fill in an application form.
- Provide the names of 2 referees who will be called upon to verify information provided and attest to the character of the volunteer.
- Attend an interview.
- Meet the 'suitable person' requirements of the Early Years Foundation Stage by providing us with a satisfactory enhanced DBS check with barred list check(s).

The Manager's decision is final in determining who is eligible to work as a volunteer at Little Cherries. Any applicant not accepted for volunteer work will be advised in writing.

If the applicant is successful we require them to:

- Undertake the full induction process.
- Sign both an agreement and a confidential declaration form before they commence volunteer work.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment. We will however insist that the volunteer follows all Little Cherries procedures in the same manner as a paid employee. This aims to ensure consistency and quality of care and early learning for the children.

Training

Volunteers will be offered training and/or support as appropriate. We will provide any in house training and support required for the role, including child protection and health and safety. The

purpose of this is to enable the volunteer to get the most out of their placement and enhance their performance in their voluntary role within our team.

Volunteers will be invited to attend staff meetings and be encouraged to contribute ideas and share opinions.

Policies and Procedures

Volunteers are required to comply with all of Little Cherries policies and procedures. The induction process will include an explanation of this.

Little Cherries Responsibilities to Volunteers

- Volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while in the setting.
- We will ensure that we have up to date employers' liability insurance and public liability insurance, which covers voluntary helpers.
- Volunteers will be provided with full induction training that will include:
 - General information about Little Cherries to include agreed hours of work, dress code and expected behaviour.
 - Details of access to all relevant policies and procedures
 - Mandatory reporting
 - Occupational Health Safety & Welfare procedures
 - Duty of Care responsibilities to children
 - Confidentiality requirements
 - Training specific to the area of volunteer work

PROCEDURES FOR THE MANAGEMENT OF VOLUNTEERS

- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation with the Manager.
- Supervisory staff will be available to discuss volunteers' concerns as they arise.
- Supervisory staff will meet their duty of care to children by not leaving a volunteer to work unsupervised with children.
- Volunteers should not be included in the staff to children ratio unless age 17 or over. In this case, they should be attending as a regular volunteer and deemed to be competent.

Volunteers' Responsibilities

- The volunteer's most important responsibility relates to their duty of care to children. Children are a vulnerable group generally, due to their age and lack of experience. Their vulnerability

increases if they are very young, if they have an intellectual or physical disability, if they have English as a second language or if they experience emotional/physical neglect.

- For volunteers, respecting the rights of children means they must not:
 - work unsupervised with children
 - be involved in toileting children or assisting with intimate care
 - encourage affection from or dependency in children (eg favouritism)
 - have intentional physical contact with children (the supervising staff member will provide comfort/first aid to a distressed child)
 - display harassing, bullying or intimidating behaviours towards children.
- Volunteers must:
 - Refer all children’s concerns or behaviour issues to the supervising staff member.
 - Refer all requests to access pre-school files to the Manager.
 - Be signed in and out on arrival and departure.
 - Wear the provided name badge at all times.
 - Notify the pre-school as early as possible if they are unable to fulfil their volunteer commitment.
 - Adhere to our confidentiality policy

Cancellation of Agreement

When concerns arise about a volunteer, a solution to the problem will be offered wherever appropriate. A volunteer’s agreement can be cancelled at the Manager’s discretion and where the volunteer

- is no longer required by Little Cherries
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards children, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the pre-school.

This policy was adopted at a meeting of Little Cherries

Held on 27th February 2017

Date to be reviewed Feb 2018

Signed on behalf of the management committee

Name of signatory Jennie Peacock

Role of signatory Chairperson.

LITTLE CHERRIES VOLUNTEER AGREEMENT

As a volunteer at Little Cherries I agree to:

1. Work as a volunteer in the area/s of
2. Discuss any concerns in relation to pre-school matters with the appropriate staff member or the Manager.
3. Keep all pre-school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the pre-school. I understand this is the responsibility of the Manager.
4. Abide by the terms and conditions detailed in the volunteer policy including providing a current and relevant DBS check.

As a volunteer:

5. I have participated in an induction program and I understand my responsibilities regarding occupational health safety, welfare procedures, duty of care to children and confidentiality. I have also received training specific to my area of volunteer work.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed

Name

Date

PRE-SCHOOL MANAGER

Signed

Name

Date