



Hardmoor Nursery & Early Years Centre Volunteer Policy

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

VOLUNTEER POLICY

The volunteer policy is part of our safeguarding systems. The Centre is committed to safeguarding all children and expect volunteers to share that commitment. All volunteers will have a DBS check

INTRODUCTION

Volunteers bring with them a wide range of skills and experience that can enhance the learning opportunities of pupils. The Local Leadership Board therefore welcome and encourage volunteers.

Volunteers may include:

- Members of the Local Leadership Board
- Parents of pupils
- Ex-pupils
- Students from schools or local colleges on work experience
- University students seeking experience of working in Centres
- Local residents
- Friends of the Centre

The types of activities that volunteers engage in, on behalf of the Centres include:

- Hearing children read
- Working with small groups to assist them in their learning
- Working alongside individual pupils
- Supporting the play and care of children in the EYFS
- Accompanying children on Centre visits

BECOMING A VOLUNTEER

Anyone wishing to become a volunteer must follow the procedure for recruiting Volunteers as set out below.

PROCESS FOR RECRUITING VOLUNTEERS WHO WILL BE WORKING *FREQUENTLY OR *INTENSIVELY

- Roles for volunteers will be identified by the centre.
- Candidates will be attracted by means of Centre communication systems. A prospective volunteer fills in a Volunteer Application Form (Appendix 1). This is then passed to the designated lead person** responsible for organizing volunteers in the Centre who will follow up the application.
- The candidate attends the Centre for an informal discussion to ensure they are suitable for the identified role. In the case of students from Centres/colleges, this part of the process still applies and a discussion about the work placement takes place to ensure suitability. If deemed suitable the process continues.
- An enhanced DBS check is undertaken. The Centre will seek DBS clearance for a volunteer **before** they come into Centre, to make an informed decision when accepting volunteers to work with children.
- The volunteer is made aware of the role and responsibilities they will be undertaking. Before starting to help in Centre, a volunteer must complete the Volunteer Agreement (Appendix 2) which sets out the expectations of volunteers and to confirm that they have received a copy of the agreement.

- Induction – Centre policies and documentation are explained and issued to include Health & Safety, Safeguarding, Confidentiality, Behaviour Management and Whistleblowing.

NB. Volunteer parents are not able to work in the same group as their child, with the exception of nursery and Year R.

***Definition**

Activity which is described as ‘frequent’ or ‘intensive’ covers the meaning given in the Safeguarding Vulnerable Groups Act 2006. ‘frequent’ – once a week or more often on an ongoing basis. ‘intensive’ three or more occasions in a 30 day period, or overnight (between 2am-6am)

**** Designated Lead Person for Volunteers** – is the person at each Centre who is designated by the HT/Head of Centre to take the lead on recruitment, induction and monitoring of volunteers.

CENTRE AIMS

All adults/young people who work in our Centres, whether paid members of staff or a volunteer, are expected to work and behave in such a way as to actively promote the aims and educational purpose of the Centre.

CONFIDENTIALITY

Volunteers in Centre are bound by a code of confidentiality. Any concerns that volunteers have about pupils they work with or come into contact with should be voiced with their designated supervisor and not with the parent of the child.

Volunteers who are concerned about anything in the Centre which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at Centre about a child or adult must remain confidential.

A copy of this Policy will be given and explained to all volunteers. If confidentiality is broken, this is a serious issue. It will be investigated and if found to be valid, the volunteer’s placement will cease immediately. See Complaints Procedure below.

SUPERVISION

Supervision of Students, Volunteers and Agency Staff Policy

The Headteacher is responsible for ensuring the safety and security of all our children on the premises. Prior to the Student, Volunteer and Agency Staff commencing all appropriate and relevant checks (Disclosure and Baring Service) will be undertaken.

This policy should be read in conjunction with our Volunteer Policy.

An Induction will take place ensuring that all policies and procedures are followed.

Students

Hardmoor Early Years Centre is committed to sharing good practice with those wishing to pursue a career in Childcare. We welcome students to join our staff team and gain work experience within our Centre. (We will accept 2 students at a time.)

Students are expected to be associated with a recognised child related course, or on occasions pupils from local Secondary Schools on work experience. We offer placements only to those colleges and schools where we have established links.

We expect all students to visit the Centre prior to their placements. Every student will have a Centre tour and complete a student induction.

- All students over 16 undertaking a child care course will have an enhanced Disclosure and Barring Service (DBS) check before their placements begins.
- All students are assigned a member of staff who will supervise their work and explain the health and safety requirements.

- Students will be supervised at all times and will not be left alone with the children. They will not change nappies.
- Students will be supported to understand Centre policies and procedures.
- We require students to keep to our confidentiality and GDPR Policy.
- It is expected that during the students' placement their tutor will visit the Centre or have verbal communication with the Student Co-ordinator to receive feedback about the students' progress.
- Students will be offered support and guidance throughout their placement. Staff will respect individual students need and abilities and will aid their development.
- An accurate evaluation of ability and performance for students will be provided to both student and training provider.
- All students must adhere to the same codes of conducts as permanent staff.
- All the students are encouraged to contribute fully to the nursery routine.
- In some cases, we may include students on long term placements (aged 17 and over) in our staff: child ratios. This will be at the discretion of the Headteacher and only when the Headteacher is satisfied the student is competent and responsible.

Volunteers

Hardmoor Early Years Centre recognises the immense benefits that volunteers bring to the Centre. In return, we hope to give volunteers an opportunity to share their skills in a different environment and undertake new experiences.

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment with the Centre. We will however insist that the volunteer follows all Centre procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and learning for the children.

Enhanced Disclosure and Baring Service (DBS)

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check (to which the volunteer will need to apply for – as per volunteer policy). These checks will be conducted before any volunteer starts their time within the Centre and will also include two written references.

Training

Volunteers will be offered support and training including Child Protection and Health and Safety as appropriate. The purpose of this is to support their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the Centre policies and procedures. The volunteer's induction process will include this.

Induction

Every volunteer will visit the Centre prior to starting and complete a Centre tour and Induction.

Confidentiality

Students and Volunteers should not disclose information about the Centre, staff, children and families as stated in the confidentiality policy.

Confidentiality procedures should be followed at all times (Confidentially and GDPR policy)

- The student or volunteer cannot work on the premises until all checks are completed.

Students and Volunteers **MUST NOT**

- Be left unsupervised whilst caring for children inside or outside.

- Take children for toilet visits unless supervised by a Hardmoor Early Years Centre practitioner staff member.
- Change nappies.
- Administer first aid.
- Administer medication.
- Open the door to parents or visitors.
- Take photographs of any children.
- Have access to children's personal details and records.

Agency Staff

All Agency Staff will have an enhanced Disclosure and Barring Service (DBS) check carried out by their agency.

Agency Staff, depending on their competency as judged by the Base Leader, will generally carry out the same responsibilities as Hardmoor employees.

Agency staff must not serve food.

All agency staff will have an induction. This induction will be carried out for each member of agency/casual staff who is new to the Centre or in a Base for the first time. This will be carried out by the Base Leader.

HEALTH & SAFETY

The Health & Safety Policy is made available to volunteers working in Centre, they have a responsibility to report any concerns and to follow the policy. The designated lead person for volunteers will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor. Volunteers are covered by the Centre Health & Safety Statement and Public Liability Insurance.

CHILD PROTECTION

The welfare of all our pupils is paramount. To ensure the safety of our pupils we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign the Volunteer Agreement.
- All volunteers must have been cleared by completing a DBS.
- Any concerns that a volunteer has about a child or child protection issues, should be referred to the designated supervisor or Headteacher immediately.

CENTRE TRIPS

Volunteers who regularly support in Centre may be asked to accompany children on Centre trips. If this is requested then the Supporting Children on Off-Site Visits Volunteer Agreement (Appendix 3) must be talked through by the trip leader and completed by the volunteer prior to the trip.

COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action –

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again

- Offer an alternative placement for a volunteer if the placement is not working out (e.g. at one of the other Partnership Centres or in a different class)
- Based upon the facts identified in the investigation it may be necessary for the Centre to cease the volunteer placement
- Provide the volunteer with a copy of the Centre's full Complaints Procedure

ADMINISTRATION

A master folder containing all the paperwork required for Volunteers will be kept in the Centre office by the designated SMT member. A secure filing system will be used to store all Volunteer details, forms completed etc.

MONITORING & REVIEW

This policy will be approved by the Governing Body and will be regularly reviewed and updated.

APPENDIX 1

VOLUNTEER APPLICATION FORM

Name -
 DoB -
 Address

Post Code.....

Are you a parent of a child in Centre? Yes No
 Child/children's names and class(es)

Phone: Home.....Mobile.....

Please tell us the days & times you are available to volunteer.

What activities/areas of the Centre's work would you like to help with?

Do you have any particular skills/hobbies/interests/relevant qualifications that may be useful?

Are there any particular age groups/classes that you would like to work with?

Do you have any disabilities, medical conditions or other needs that we need to take into account or make adjustments for to enable you to work as a volunteer in Centre?

Thank you for completing this Volunteer Application Form.
Please hand it in to the Centre office, marked for the attention of The Lead Person for Volunteers.
Your offer to help is greatly appreciated and we will be in touch as soon as possible.
Please take time to read our Volunteer Policy in the meantime.

APPENDIX 2

Volunteer Agreement

Thank you for offering your services as a volunteer at Centre.

Your offer of help is greatly appreciated and we hope that you will enjoy your experience.

Please read and sign this agreement and hand it in to the Centre office in an envelope marked

For the attention of the lead person for volunteers.

You will receive a copy of it for your own records

- I have received a copy of the Centre's Volunteer policy.
- I agree to support the Centre's Aims
- I agree to treat any information obtained from being a Volunteer in Centre as strictly confidential and will not discuss it out of Centre
- I understand that an enhanced DBS check will be undertaken prior to me starting work in the Centre.
- I understand that I will be briefed in Safeguarding, Health and Safety and any other policies that may apply and I will adhere to these.
- I understand the consequences if at any point I breach the Volunteer Agreement or the placement is not deemed to be working effectively.
- I have been made aware that my designated supervisor is –

Name of supervisor.....

Signed -

Name -

Date -

Emergency Contacts

Please give the name and number of someone who we can contact in an emergency if needed and the name of your doctor, surgery and phone number.

Emergency Contact name	Telephone number	Relationship to Volunteer
Doctor Name	Telephone number	Surgery address

APPENDIX 3

Supporting Off-Site Visits Volunteer Agreement

Centre trips are an integral part of learning and afford many pupils opportunities which are outside of their usual experiences.

Please read this agreement, sign it and return it. We will copy it for your own records.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all pupils allocated to your group, under the instruction of the leader of the trip.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- To ensure that your group keep up with the body of the Centre visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your trip leader/class teacher/member of staff if there are issues with Safeguarding, first aid, safety and/or behaviour.

Working alongside Centre staff

Centre staff expect volunteer helpers to;

- Comply with all of the above whilst being under the direct supervision of Centre staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help explain the area of interest.
- Follow guidance from Centre staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer, on the Centre trip.
- Volunteers are not allowed to smoke, drink alcohol, use bad language, use mobile phones or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteers are not allowed to give/buy their group treats eg. ice creams, biscuits, sweets, before, during or after the Centre trip.

First Aid

You will not be responsible for any First Aid. This needs to be undertaken by a qualified First Aider from the Centre. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff.

All medicines and first aid boxes will be carried by a member of Centre staff.

Emergencies

You are expected to inform a member of staff as soon as possible if any emergency occurs.

You should have an emergency list of staff contacts given to you at the start of the trip. If you become separated from the rest of the Centre party, please telephone one of the members of staff on your contact list or telephone the Centre.

Safeguarding and Health & Safety issues need to be relayed to the designated trip leader and then to the Headteacher or SMT immediately.

- I have read the Volunteer Policy and the Supporting Off-Site Visits Volunteer Agreement.
- I agree to the terms stated in the policy.
- I will support the pupils in enjoying the trip and actively contribute to the smooth running of the event.
- I agree to treat any information obtained from being a Volunteer on a Centre trip as strictly confidential and will not discuss it out of Centre.
- I have been made aware that my designated supervisor for this trip is –

Name of supervisor.....

Signed -

Name -

Date -

Emergency Contacts

Please give the name and number of someone who we can contact in an emergency if needed and the name of your doctor, surgery and phone number.

Emergency Contact name	Telephone number	Relationship to Volunteer
Doctor Name	Telephone number	Surgery address

VOLUNTEER PROCESS QUICK CHECKLIST

ACTIVITY	COMPLETED
Role identified for Volunteer	
Volunteer Application form completed	
Volunteer Policy given	
Informal discussion with prospective Volunteer. Decision about candidate reached.	
DBS carried out	
Role and responsibilities discussed	

Volunteer Agreement discussed and signed	
H & S Policy discussed and copy given	
Safeguarding Policy discussed and copy given	
Confidentiality Policy discussed and copy given	
Behaviour Policy discussed and copy given	
Whistleblowing Policy discussed and copy given	
Discussion about appropriate clothing and presentation held	

Date Policy approved by Governing body: Spring 2024
Policy Review date: Spring 2025