

Volunteer Policy and Procedure

Policy Statement

(Setting name) recognises that the quality and variety of work which takes place in a childcare 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.

- 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.
- All Volunteers will be CRB checked through the setting (ISA registered July 2010) before the Voluntary service commences.
- We recognize 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 provision.
- 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 / 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.

Procedure

- An Informal interview will be conducted prior to acceptance of any voluntary service being undertaken.
- Request references for the volunteer.
- CRB /ISA checked to be under taken, prior to acceptance of any voluntary service being undertaken.
- Volunteers will only be included in ratios only when they are CRB/ISA cleared and we are satisfied that they are competent enough to be unsupervised.
- Will be included on the child/staff register (recording start and finish times).
- Personnel file will be established, to include a record sheet completed with emergency contact details.
- Volunteer agreement will be explained and signed and dated by volunteer and the manager/owner /officer of the committee. Information will be provided to all volunteers regarding their roles and responsibilities and be provided with a Volunteers' hand book.
- Complete induction program in accordance with the setting's induction policy with regular review sessions.
- Ensure all volunteers read and sign to declare they understand all policies and procedures.
- Complete a qualification and progression route form to support professional development (if applicable).
- Maintain all records after the volunteer has ceased to work at the provision.

Signed on behalf of the setting by:

Chairperson/owner (delete as appropriate).....

Secretary/manager (delete as appropriate).....

Date:

Review Date:.....

SAMPLE