

# Volunteers

EYFS: 3.9, 3.31

At **Little Fingers Pre-school** we recognise the immense benefits that volunteers bring to the pre-school. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

## Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the pre-school. We will, however, insist that the volunteer follows all pre-school procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

## Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the pre-school and will also include two written references.

## Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid (where applicable) and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

## Policies and procedures

Volunteers are expected to comply with all the pre-school's policies and procedures. The volunteer's induction process will include an explanation of this.

## Confidentiality

Volunteers should not disclose information about the pre-school, staff, children and families as stated in the confidentiality policy and should follow the pre-school confidentiality procedure at all times.

## Welcome Booklet

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the pre-school
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the pre-school manager
- Details of access to all pre-school relevant policies and procedures.
- During the induction period, volunteers will read the main policies of the pre-school including safeguarding, health and safety and promoting positive behaviour. The designated member of staff will discuss the policies to ensure the volunteer understands and adheres to this.

## Volunteer support

The pre-school has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the pre-school.

Our designated officer for volunteers is **Leanne Shuttleworth**

This policy was adopted on	Signed on behalf of the pre-school	Date for review
May 2022		May 2023

# Volunteer Agreement

Our mission is to support the delivery of quality care and early learning for children.

**At Little Fingers Pre-school** we encourage and welcome volunteers. This agreement sets out the standards between a volunteer and the pre-school.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement, nor is it intended to create an employment relationship between us.

## Referees

We require you to provide two referees. We may also require you to be checked by the Disclosure and Barring service.

## Your role as a volunteer

The task that you will be asked to undertake as a volunteer are: *[insert here the tasks to be undertaken by the volunteer]*.

## What you can expect from us

**Little Fingers Pre-school** will provide you with:

- An introduction to the organisation and your volunteering role within it
- Training and support related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
- You will be allocated a member of staff who will offer regular supervision with you
- A review of your volunteering role after three months. This will normally be carried out by the pre-school manager
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work
- Injury insurance for injuries incurred while fulfilling your authorised volunteer work
- Reimbursement of your expenses, where applicable. Little Fingers Pre-school does not want you to be disadvantaged financially as a result of your volunteering. It will therefore provide you with your travel and subsistence expenses in line with our Finance Regulations. All expenses must be submitted using the prescribed form, with receipts, to the Finance and Administration Officer.

## What we expect from you

We will discuss with you the amount of time that you are willing to commit to volunteering. If, for any reason, you will not be available, we would be grateful if you could let us know as soon as possible.

## Confidentiality

In the course of your volunteering you will come across confidential information about the organisation, its staff, the parents/guardians and third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

## Policies

You will abide by **Little Fingers Pre-school** Safeguarding, Health and Safety, Equal Opportunities Anti-Bribery and Whistleblowing policies. These can be found **at the pre-school and available on our website [www.vernhamdeanpreschool.com](http://www.vernhamdeanpreschool.com)**

## Feedback

Regular supervision meetings will be planned and give you and your supervisor an opportunity to share feedback.

We always welcome any ideas to further support the quality of the setting/performance of your duties or ways in which we can meet our objectives as an organisation. Please feel free to share these at any times with your pre-school manager.

If you have any concerns during your time volunteering please discuss these with the pre-school manager. Any safeguarding concerns should be shared immediately as set out in the child protection and safeguarding policy.

## Termination

Either you or the organisation can terminate this agreement with or without notice at any time.

I agree to abide by the terms of this volunteer agreement.

Signed .....

Date .....

Print name.....

On behalf of **Little Fingers Pre-school**

Signed .....

Date .....

Print name.....