



HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun

5.7: Volunteers Policy & Procedure

Policy statement

Harpole Pre-school is a voluntary run pre-school and invites and welcomes parents, carers and individuals to become part of our team. This includes volunteers as trustees, volunteers to work with all ages of our children, volunteers to help with the practical up-keep of our building and grounds and volunteers may be required to help with administration.

Our equal opportunity policy and statement includes those who work for us on an unpaid basis and encourages diversity. Volunteers may be either those who are interested in training in early years education or those who want to help within a community group.

If volunteers require support for study purposes Harpole Pre-School will endeavour to meet these needs with discussion and agreement with our Pre-School Supervisor.

We make clear at all stages that we take our commitment to safeguarding children very seriously. The safety and the benefit of the children in our care takes priority at all times and our staff are unable to provide additional support to volunteer.

Regular volunteers may occasionally be included in the adult: child ratio at the discretion of the manager and with the agreement of the volunteer. By regular, we mean that the volunteer is helping at least once a week over at least one full term.

Aims of Setting

To ensure that children are offered high quality early years care and education and to involve individuals from the local community.

Accessibility

Reasonable adjustments will be made to enable disabled persons to help at Harpole Pre-School. Someone wanting to help but is unable to help for the whole session, is welcome to help for a short period of time or help with a specific task.

Values of Harpole Pre-school

- All volunteers offering their services to Harpole Pre-School will have their offers dealt with promptly and be given a warm welcome, which reflects the value we give to volunteers. Volunteers play a very important role in supporting staff within the setting.
- Volunteers will be integrated and treated as part of the team and the individual skills that each person brings will be recognised and valued

- Volunteers will be supported and valued in their role through an induction process and reviews. They will be encouraged to develop and build on existing skills and knowledge through sharing good practice within Harpole Pre-School and being given access or advice in regards to training where appropriate

Procedures

We advertise for volunteers through our notice boards and newsletters, by listing within Northampton County Council work experience programme. At all stages we make clear that we are committed to safeguarding our children.

On receiving an enquiry the Business Manager will contact the candidate by telephone or email and describe Harpole Pre-School. If the volunteer is still interested, the following information will be sent:

- A volunteer application form (including requirement for disclosure of all convictions or allegations, full employment history both paid and unpaid, and at least two references)
- A Volunteer job description is attached to this policy and available at application stage.
- Notification that they will be required to fill out a DBS Volunteer disclosure and a charge of approximately £8.10 will need to be paid by the candidate when submitting their check. As a volunteer you are also required to provide supporting Identification which will need to be checked before Volunteering can commence.
- Please also note that once the volunteer has received their DBS number Harpole Pre-School prefer the volunteer to register with the DBS register.

If help is required to fill out the application form, this will be offered.

On receipt of a satisfactorily completed application form, an interview date is set. The candidate will be asked to bring at least three forms of original ID and copies of these. At interview, which will be with the Supervisor, Business Manager and Chair Person focus will be on safeguarding and on whether the arrangement can be mutually beneficial. There will be a supervised visit to the groups if appropriate.

After interview (if not before) the chair will follow up references and confirm DBS register number. When satisfactory references and DBS confirmation are received, the volunteer will be invited in to start induction. If the volunteer starts before these have been received, a risk assessment must be written by the chairperson or manager. At this time regular times for volunteering will be agreed.

The volunteer will be fully inducted. Induction includes fire safety procedures, and the health and safety, child protection, confidentiality and whistle blowing policies. It will be made clear that the volunteer will not be left alone with or responsible for children, and that they will not be expected to provide personal care (nappy or wet changing) for any child.

The Volunteer should ensure they are familiar with Harpole Pre-School's policy and procedures for all areas of care, education and employment regulation and legislation.

There is a probation period of one month after which time if the arrangement is not working, the volunteer may be asked to leave. The volunteer can end the arrangement at any time but Harpole Pre-School requests that they let the Pre-School Supervisor or Business Manager know. If the volunteer is to be absent on any day, then it is requested that they phone in advance. There is an informal review at the end of each term.

Ratified on 11th February 2020

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)