

Volunteers



EYFS: 3.9, 3.29

At **Coalway Early Years** we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences. We are supported by a management committee made up of volunteers, usually parents, some who undertake the role of trustee as part of our charity status*

**For further information about the role of the management committee and trustees, please refer to our Constitution.*

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery 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 nursery and, for volunteers working directly with the children, we will also require two written references.

Induction and training

Volunteers will receive an induction to the nursery to include an explanation of their role, overview of nursery operations and information about policies. Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection 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 nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times. At the point of induction, we will explain their responsibilities and that of the setting in respect of GDPR. We will provide volunteers with our Data Privacy notice and they will sign the declaration relevant to this.

Volunteer's induction pack for committee members

Volunteers for our management committee will receive the following induction pack:

- General information about the expectations of the role and operations of the nursery
- Details of how to access all nursery policies and procedures
- A declaration to sign which will state that they agree to abide by the policies of the nursery, and their role in respect of confidentiality and GDPR
- Contact details for key staff and committee members.

Volunteer support

The nursery manager will support volunteer committee members with their role throughout their time of involvement. For other volunteers, a senior member of staff will be assigned to mentor/support them in their role.

This policy was adopted on	Signed (nursery manager)		
	Signed (Chair or Committee)		
Date for review		Date for review	
Date for review		Date for review	