



Volunteer Policy

Aim

This organisation values volunteers for the diverse skills and experience they bring to the project. It recognises that volunteers should be seen as complementary and additional to the staff group. The aim of this policy is to ensure that the interests of the volunteers are met, whilst bearing in mind that the children's safety and wellbeing is paramount.

Principles

This Volunteering Policy is underpinned by the following principles:

- We will ensure that volunteers are properly integrated into the organisation and that systems are in place for them to contribute to the settings work.
- We do not aim to introduce volunteers to replace paid staff.
- We expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Procedure

Recruitment

We will invite volunteers to visit project at a time convenient to the Playleader, who will go through the application form and the other information with the volunteers. This approach will help volunteers who may lack the confidence or basic literacy skills to apply on their own.

References and checks

All volunteers must provide the organisation with two referees. We will ensure that all references are taken up before the volunteer starts work.

All volunteers will be expected to complete an enhanced level Disclosure and Barring Service (DBS) check. Volunteers are required to disclose if they have received any convictions, cautions, court orders, reprimands and warnings, whilst volunteering with us which may affect their suitability to work with children and vulnerable adults. We will also review their DBS check status on a regular basis to verify this.



Induction and Training

Volunteers will be given a thorough induction to the organisation including,

- work they will be doing
- health and safety including risk assessments and food hygiene
- child protection.

The volunteer may be given a particular area of work to focus on, depending on their interests.

Training needs will be reviewed through regular support and supervision. If a volunteer works only occasionally, we will maintain contact to see if they would still like to volunteer.

Expenses

All volunteers are entitled to have their expenses paid; this usually includes travel. Volunteers should provide receipts so that the accounts can show the volunteer expenditure.

Insurance

We will provide a safe workplace and provide insurance cover against any injury caused by negligence. All volunteers are covered by the settings Employer's Liability and Public Liability insurance.

Equal Opportunities

We operate an equalities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to this policy.

Health & Safety

Volunteers are covered by our Health and Safety Policy, a copy of which will be provided during the induction process.

Child Protection

All volunteers will be given a copy of our Child Protection policy and will be required to work within it. In addition Volunteers have a responsibility to ensure a child's welfare and should adhere to the following:

- Avoid being alone with a child, at all times, if possible. This prevents difficult situations arising, which could lead to false accusations.
- Never become involved with any child outside the normal hours of the project unless they have full consent of the main carer of the child. Any such relationships with children/families need to be declared to the setting.
- Confidentiality must be respected at all times, except where a child's safety is at risk.
- Take any concerns regarding the safety and wellbeing of a child to the playleader.
- At all times try to act as a positive role model for the children.
- Have regard for and follow the settings code of conduct at all time

Volunteer's responsibilities

- Be punctual and notify staff as soon as possible if they are unable to attend a session
- Help staff set up at the start and tidy up at the end of sessions
- Help to provide a safe, stimulating environment for children
- Work as part of a team and under the supervision of the playworkers
- Help ensure that equipment is maintained and that anything damaged or dangerous is removed.
- If there are any concerns about a child's behaviour, the volunteer should refer this to a paid member of staff.

Problems

If a volunteer has any problems, they should talk to a member of staff. If there are any issues that cannot be discussed with staff then the volunteers should talk to the manager.