



Volunteers Management Policy

Pippins Pre-school and nursery is run by a group of Trustee Volunteers. Pippins needs a minimum of three officers to operate. All Trustee Directors complete a declaration and Ofsted online EY2 including a disclosure and baring check which is updated every three years.

We encourage members of the community, parents and carers to volunteer in a variety of ways.

We recognise the importance of all our volunteers, we welcome and encourage what they can offer. Parents are asked to complete a parent help form when they start. We offer student volunteer placements for work experience and course experience to local schools and colleges.

We welcome volunteers into the setting on the following conditions:

- The needs of the children are paramount. Volunteers will not be admitted in numbers that hinder the work of the pre-school and nursery.
- Any information gained by the volunteer about the children, families or other adult in the pre-school and nursery must remain confidential.
- Unless 'a disclosure and baring scheme' checks have been completed, to establish suitability volunteers will be supervised at all times.
- Volunteers must not be rewarded with any financial gain.
- Volunteers must not jeopardise the reputation of the setting.

Trustee Directors will receive a welcome letter and job description. Volunteers receive a full induction conducted by one of the management team and will include:

- A talk about understanding the importance of confidentiality and adhering to this.
- Information about Safeguarding and Whistleblowing and who to report a safeguarding concern to.
- Basic health and safety rules e.g. spillages wiped up immediately, any issues reported, COSHH etc
- Duties as a volunteer - these may be specific if they have come into do a particular activity or to walk with the children for an outing, or in general if helping out during a normal session.

All volunteers must sign in the visitors' book upon arrival with time and again upon departure. They will receive a guided tour and be shown the fire assembly point, emergency call points, fire extinguishers/ Blankets and emergency exit routes.

A 'Disclosure and baring scheme (DBS) check will be carried out if a volunteer is attending the session on a regular basis, e.g. one day a week for a term. Volunteers without a DBS will not be unsupervised or left alone with children. Volunteers on an outing or trip will be supervised at all times.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 22nd October 2020

Signed on behalf of the Management Trustee Directors

Chairman

Role of signatory (e.g. chairman etc.)

Commenced 2008 - Reviewed 22.10.2020