



## Volunteers Management Policy

Pippins Pre-school and nursery is run by a group of volunteer Trustee Directors. Pippins needs a minimum of three officers to operate. All Trustee Directors complete a declaration and Ofsted online EY2 including a disclosure and barring check.

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. We offer student volunteer placements for work 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 barring scheme' check has 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 pack. 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, COSH 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 helping out during a normal session.

All volunteers must sign in the visitors' book upon arrival with time in 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 barring 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 be supervised at all times and not left alone with children. Volunteers on an outing or trip will also be supervised at all times.

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

Held on Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors

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

Chair

Commenced 2008 - Reviewed 14.10.2024