

## **Ditton Church Pre School Volunteer Policy**

Ditton Church Pre-school recognises that the quality and variety of work that takes place in a Pre-school makes it an ideal place for volunteers.

We aim to provide volunteers with examples of quality practice in early years care and education.

- We require a DBS certificate for volunteers who commit to attending Pre-School for a minimum of one day a week for six months or more. Pre School will cover the cost of the application.
- Volunteers will be required to complete an application form and provide names of two referees who can confirm their suitability to work with children.
- Volunteers may be required to attend an informal interview with the Pre School Supervisor.
- Volunteers attending for less than six months may not be requested to complete a DBS application. This decision will be taken by the Supervisor, Wendy Caldicott.
- We supervise volunteers at all times and do not allow them to have unsupervised access to children, unless they are regular volunteers or bank staff who have been DBS checked.
- We require volunteers to meet the 'suitable person' requirements of Ofsted. This is confirmed by the volunteer being issued with a DBS certificate confirming their suitability.
- We require that volunteers inform the Pre-school Supervisor if they are related or friends with any of the children or adults at Pre-school.
- Volunteers who are placed in our setting on a short term basis are not usually counted in our staffing ratios.
- All training must be agreed by the Pre-school Supervisor and Management Committee.
- If there are existing staff undertaking training, volunteers cannot commence their training until the existing staff member's training is complete, unless previously agreed by the Pre-school Supervisor and Management Committee.
- Volunteers undertaking training are required to have a named mentor.
- Although a volunteer may be training at the Pre-school, it may not lead to a permanent position at the end of their training.
- Volunteers are covered by DCPS liability and public liability insurance policy
- We require volunteers to keep to our confidentiality policy. They will be given a copy of the confidentiality policy and will be asked to read and sign a copy of our 'Confidentiality and Safeguarding Procedures for all Visitors to the Setting' policy. This includes matters relating to Pre-school on a day to day basis i.e. staff or children not being discussed outside of Pre-school. This also includes other visitors to the setting on an ad-hoc basis.
- Volunteers must agree sessions and times and must notify the Pre-school of absence.
- We provide volunteers, at the first session of their placement, with a short induction on how our Pre-school is managed, how our sessions are organised and our key policies and procedures. They will then be required to read the other relevant policies and procedures in their own time.



- Volunteers are not required to wear Pre-school uniform. However, they will be required to wear a 'volunteer badge' as identification for the parents.
- We make the needs of the children paramount by not admitting volunteers in numbers that hinder the essential work of the Pre-school.
- Settling of upset children must be left to the child's Key Person or Buddy.
- The Pre-school reserves the right to remove any volunteer from the setting at anytime.

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

June 2021