

Safeguarding and Welfare Requirement: Staff: Child ratios

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their role.

2.3 Volunteer Policy



This organisation values volunteers for the diverse skills and experience they bring to the setting. It recognises that volunteers should be seen as complementary and additional to the staff group. The object 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. With this in mind the organisation undertakes that all volunteers will:

- Work under the supervision of employed Early Years staff.
- Be made aware of and be expected to adhere to our policies including Equal Opportunities, Child Protection, Confidentiality and Health and Safety.
- Have references taken up.
- Be cleared by the DBS (see Volunteer Recruitment Procedure).

The Organisation will:

- Give all volunteers an induction.
- Provide a worthwhile experience for volunteers which is both rewarding in itself, and is useful pre-school experience.
- Meet out of pocket expenses for food and/or travel if necessary.
- Promote equal opportunities for volunteers.
- Provide on the spot support and regular scheduled supervision sessions for volunteers.
- Encourage, and where possible, enable volunteers to undertake training.
- Keep records of volunteers' work experience and training. (This will be an aid to providing references at a later date.
- Consult with and keep volunteers informed of possible changes.
- Provide a safe workplace and provide insurance cover against any injury caused by negligence.

Volunteers will:

- 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
- Ensure they always work within the organisation's policies and procedures, including Safeguarding and Child protection, Equal Opportunities, Health and Safety, and Confidentiality.
- Work as part of a team and under the supervision of the Pre-school Leaders
- Help ensure that equipment is maintained and that anything damaged or dangerous is removed.