



Volunteers

At Waltham Preschool we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the preschool.

We will, however, insist that the volunteer follows all preschool policies and procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children.

Volunteers will be supervised at all times.

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the preschool and will also include two written references.

All volunteers will read our Cod of Conduct and will sign to say they have understood it.

Training and Induction

Volunteers will meet with the manager or deputy and receive a full induction into the role.

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, if the volunteer is to be in on a regular basis. This could include safeguarding and child protection, and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

The preschool manager will appoint a designated person who will provide on-going support and advice throughout the volunteers time in the preschool.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the preschool.
- A copy of the volunteering policy.
- A confidentiality statement which will require reading, signing and returning to the preschool manager.
- Details of access to all preschool relevant policies and procedures.

Policies and procedures

Volunteers are expected to comply with all the preschool's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the preschool, staff, children and families as stated in the confidentiality policy and should follow the preschool confidentiality procedure at all times. This forms part of the induction process and signed agreement.