



## **Volunteer Policy and Procedures**

### **Policy statement**

Tiggers Preschool recognises the immense benefits that volunteers bring to the setting. In return, we hope to give volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. 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 procedures in the same manner as a paid employee to ensure consistency and quality of care and early learning for the children.

### **Procedures**

#### **DBS check**

All volunteers will have suitability checks conducted in the same way as paid employees. A DBS check will be completed and they will need to provide two references.

#### **Policies and procedures**

Volunteers will be expected to adopt a professional manner at all times, and work within the Preschool's existing policies and procedures. The volunteer's induction process will include an explanation of this.

Unregistered staff must never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by registered staff.
- Change nappies whilst unsupervised.
- Be left unsupervised during outdoor play.
- Be left alone in a room for children.
- Administer medication.
- Administer first aid.

#### **Confidentiality**

Volunteers are likely to become aware of confidential information within the preschool either about the children, its staff and parents. Volunteers should not disclose this information and should follow the preschools confidentiality procedure at all times.

#### **Volunteer's induction pack**

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

- General information about the nursery
- A copy of this volunteering Policy and Procedures
- A copy of the Safeguarding children Policy and Procedures
- A copy of the confidentiality Policy and Procedures
- A copy of the mobile Phone, Camera and Video Recording Policy and Procedures
- A Copy of Promoting Health and Hygiene – No Smoking Policy and Procedures
- A confidentiality statement which will require reading, signing and returning to the supervisor
- A Volunteer Record of Information to be completed and returned to the supervisor
- A Volunteer Guidelines agreement to be signed and returned to the supervisor

Details of access to all Tiggers Preschools relevant policies and procedures.