



Volunteer Policy and Procedure

Policy Statement

Bearhugs Nurseries Ltd. recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for volunteers to gain work experience or training. We aim to provide an environment in which volunteers will, under the guidance of a skilled staff team, experience examples of quality practice.

- Volunteers under the age of 17 will not be counted in ratios and will be supervised at all times.
- Volunteers aged 16 and over who are undertaking a long-term placement may be included in ratios only when we are satisfied that they are competent enough to be unsupervised.
- All volunteers should be DBS checked through the college before commencing placement.
- We recognise that the needs of the children are paramount and volunteers will not be included into ratio numbers if that hinders the essential work of the provision.
- We will provide the volunteers with information about the role and responsibilities within the setting during their time with us.
- We will ensure volunteers are known and introduced to parents/carers.
- We will provide volunteers with a full induction and staff mentor.
- We will ensure all volunteers are supervised when required.
- We will ensure that any information gained by the volunteers about the children, families or other adults in the provision remains confidential in accordance with our Confidentiality Policy.
- We will provide a regular review with volunteers between staff mentor, manager of the setting and the volunteer to ensure all needs are being and have been met.
- We will provide training opportunities to support professional development.

Procedure

- An informal interview will be conducted prior to acceptance of any voluntary service being undertaken.
- Request references for the volunteer.
- DBS checked to be undertaken, prior to acceptance of any voluntary service being undertaken.
- Volunteers will only be included in ratios only when they are DBS cleared and we are satisfied that they are competent enough to be unsupervised.
- Will be included on the child/staff register (recording start and finish times).
- Personal files will be established to include a record sheet completed with emergency contact details.
- Volunteer agreement will be explained and signed and dated by volunteer and the manager/owner.
- Information will be provided to all volunteers regarding their roles and responsibilities.
- Complete induction program in accordance with the settings induction policy with regular review sessions.
- Ensure all volunteers read and sign to declare they understand all policies and procedures.
- Complete a qualification and progression route form to support professional development (if applicable).
- Maintain all records after the volunteer has ceased to work at the provision.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021