



RAINBOW PRE-SCHOOL

Established 1979

Registered Charity No: 1026005

BAPTIST CHURCH HALL

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010

Volunteers policy

Policy statement

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

Definition of volunteer

A volunteer is a person aged 16 or over who works directly with children (teaching, training, instructing, caring for or supervising) on a frequent basis, or on more than three days in a 30-day period.

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 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.

Volunteers (aged 17 or over) may be included in the ratios at the level below their level of study, provided that the manager is satisfied that they are competent and responsible and if they hold a valid and current paediatric first aid (PFA) qualification.

Recruitment checks

All volunteers will have suitability checks conducted in the same way as paid employees, including an enhanced DBS check and at least one written reference. These checks will be conducted before any volunteer starts their time within the preschool.

Volunteers must disclose any information which may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their volunteering at the setting).

Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid (where applicable) 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.

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 Data protection and confidentiality policy and should follow the preschool confidentiality procedures at all times.

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 Volunteers 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.
- During the induction period, volunteers will read the main policies of the preschool including Safeguarding children and child protection, Health and safety general standards and Promoting positive behaviour policy. The designated member of staff will discuss the policies to ensure the volunteer understands and adheres to this.

Volunteer support

The preschool manager will take the volunteer through their induction and support and advise them throughout their time in the preschool.