

BRANSTON PRE-SCHOOL CENTRE

VOLUNTEER POLICY

We believe that volunteers add value to Branston Pre-School by some or all of the following:

- Providing other role models for the children.
- Supporting staff in the delivery of their daily program of activities, the implementation of policies and procedures, maintenance of standards, and compliance with all statutory requirements.
- Allowing staff more flexibility to talk to visitors and parents during Pre-School hours
- Contributing to the maintenance of the required adult/child ratios, and helping avoid unplanned closure when a member of staff is called away unexpectedly, or is unwell.
- Supporting, befriending and championing Branston Pre-School.

Volunteers will not be used to replace paid Pre-School staff, but will work alongside them, supporting them in their delivery of Pre-School care and education, and adding value to their work. Voluntary activity should complement the work of paid staff.

Recruitment

We will use appropriate means to advertise for volunteers locally that take into account the principles of our Equality of opportunities policy. The applicant will have to complete a simple application form, but help can be given with this if necessary. The applicant will be informally interviewed by the Manager and/or the chairperson of the committee, and if this is successful the two references asked for will be taken up. If we feel they are not right for the particular volunteer role they are interested in, we will not proceed any further, and will let them know.

A criminal records check with the DBS will be made for every volunteer whom we offer a role to.

Use and development of role outlines

All volunteer placements will be subject to a review meeting with the Manager/ Supervisor, which will usually take place after 3 or 4 weeks depending on the frequency of attendance. This is to ensure the volunteer and activities are properly matched. Thereafter, short reviews will take place half-termly. We aim

to be flexible, and will encourage input from volunteers on the development of role descriptions, and of this policy.

Induction & training

The manager will welcome the volunteer to the Pre-School, and provide an induction covering:

- The setup of the Pre-School,
- A list of staff, and volunteers
- A list of management committee members
- All the relevant policies including this Volunteer Policy, the Safeguarding/Child Protection policy, the Confidentiality policy, the Behaviour management policy, and Health policy and Safety policy
- Essential procedures such as timekeeping, registering, what to do if you cannot come in, morning routines, and fire procedures

Each volunteer will be given a volunteer role description, a volunteer agreement, and a copy of this policy.

There will be a trial period of one half term to give the organisation and the volunteer time to discover if they are suited to each other. A review will be made midway through the trial period and also at the end.

Expenses

We are a charity and operate with very low margins, and are therefore unable to reimburse out of pocket expenses.

Support

The Pre-School Manager and other staff will offer support to the volunteers. There will be a short briefing session at the beginning and a de-briefing at the end of each session. (Such as this is what we are planning to do today, you could help with this or that/how did you get on today?)

A representative from the management committee will support all volunteers and will be accessible to with the volunteers to discuss any problems or issues that may arise.

Health and Safety

We believe that the health of children is of paramount importance. We make our pre-school a healthy place for children, parents, staff and volunteers.

We aim to make children, parents, staff and volunteers aware of health issues, and to minimize the hazards and risks to enable the children to thrive in a healthy environment.

Please read our Health and Safety policy

We take positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

Insurance

Volunteers are insured under both public and employer's liability cover.

The organisation has a valid insurance policy which you are advised to read.

Confidentiality

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality Pre-School care and education.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

To this end we have an explicit confidentiality policy which all workers, including Management Committee, volunteers and staff, are obliged to observe.

Volunteers are required to sign a Confidentiality agreement.

Please read our Confidentiality policy

Resolving Problems

The relationship between the organisation and its volunteer workers is entirely voluntary and does not imply any contract. However, it is important that the organisation is able to maintain its agreed standards of service to the clients who use it, and it is also important that volunteers should enjoy making their contribution to this service.

If your role as a volunteer does not meet with the organisation's standards, here is how it will be dealt with:

1. Initially with a meeting with the Manager who will explain their concern.
2. If this does not resolve the concern then a meeting with a representative of the management committee will be convened.
3. If your work still does not meet with our standards then we shall have to stop using your services.

At all times you will be able to freely state your case and can have a friend to accompany you.

If you are dissatisfied with any aspect of your work you should:

1. Initially discuss your dissatisfaction with the Manager
2. If that does not resolve the concern then a meeting with the a representative of the management committee should be convened
3. If that does not resolve the issue then a formal meeting with the Chair of the Management Committee should follow.
4. If after this, your dissatisfaction remains unresolved, and we are unable to resolve your grievance, then it would be inappropriate for you to continue to be a volunteer.

At all times you will be freely able to state your case and can have a friend to accompany you.

This Volunteer policy is freely accessible to all. It will be reviewed on a yearly basis to adapt or improve it.