



Volunteer Working in Nursery Policy

January 2020

VOLUNTEER WORKING IN NURSERY POLICY

Introduction

Volunteers at our Nursery bring with them a range of skills and experience that can enhance the learning opportunities of the children. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Board
- Parents of children
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the Nursery, include:

- Sharing stories with children
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, supporting individual needs.
- Putting up displays
- Sorting and tidying Nursery equipment
- Sourcing specific resources for staff

Safeguarding

Hollywood Park Nursery School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. In line with Keeping Children Safe in Education (KCSiE) 2019 a risk assessment must be undertaken for every volunteer. The risk assessment should be used to agree the role to be undertaken by any volunteer. Additionally supervision arrangements should be explored and agreed both with the volunteer and their named supervisee.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, must approach the Headteacher directly or through a member of staff who should always refer the application to the Headteacher.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Process for recruiting or requesting to be a Volunteer who will be working frequently or intensively

- A) Identify the need and role
- B) Attract candidates by means of a local advert/school communications system
- C) The candidates attend the school for an informal discussion to ensure that they are suitable for the role.
- D) Enhanced DBS check undertaken following KCSiE guidance which states "There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate for volunteers who are not engaged in regulated activity". This is set out in DBS workforce guides which can be found on GOV.UK.
- E) The volunteer will be made aware of the role and responsibilities to be undertaken.
- F) Two references should be sought if the volunteer arrangements are to continue on a regular basis.
- G) Induction- Nursery and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- H) Volunteer records to be kept in a locked central place within the school office.

Before starting to help in a school, a volunteer will complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of the volunteer and to confirm that a copy of this Agreement has been received. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. A risk assessment will be completed with the volunteer as a part of the induction process.

Our Nursery Aims

All adults / Young People who work in our Nursery, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims, vision and values.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work will raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers will have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. Volunteers must seek further advice/guidance from their designated supervisor, in the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by SMBC's Health & Safety Statement and Indemnity and Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints or concerns made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another group
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints and Concerns Procedure

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

Links to other policies, procedures & guidance: <ul style="list-style-type: none">• Safeguarding• Health and safety• Mobile Phone and Social Networking Policy• ICT	
Version / Status	Approved
Date Agreed	Spring 2020
Where Agreed	Teaching and Learning Committee Meeting
Review Date	Summer 2022

Date Agreed
Where Agreed
Review Date

Spring 2020

Teaching and learning Governors
Spring 2022

Signed Chair of Governors _____

Date: _____

Spring 2020

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer: First Name.....

Surname.....

Date of Birth.....

Address.....

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Phone: Home..... Mobile

What activities/ areas of the school's work would you like to help with?

Are there any particular days and times you would like to work with us?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

Thank you for taking time to complete this Volunteer Application Form
Spring 2020

Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check may be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Senior educator or Headteacher

Signed: _____

Name: _____

Date: _____

