

Volunteers Policy

At Little Learners Day Care we recognise the immense benefits that volunteers bring to the setting. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the setting. We will, however, insist that the volunteer follows all nursery 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 always supervised and not left alone.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the setting and will also include two written references. DBS check are payable by the volunteers in advance of their placements.

Training

Volunteers will be supported in their training within little learners day care when studying or attending for work experience and encourage them to further their learning/training experience within our setting. 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 MUST comply with all the nursery's policies and procedures, failure to do this we will contact your college or training provider which may lead to your volunteering within the setting to be terminated. During a volunteer's induction process the volunteer will be given a copy of all little learners day care's policies and procedures.

Risk assessment

A risk assessment will be carried out on all volunteers.

Confidentiality

Volunteers MUST not disclose information about the nursery, staff, children, and families as stated in the confidentiality policy and should always follow Little Learners Day Care confidentiality procedure, failure to comply will lead to terminating your placement.

Time keeping and Attendance

Volunteers must contact Little Learners Day Care if they are not attending, this enables us to keep record of the volunteers attendance, if at college or from a training provider we will contact them when absent.

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 the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.
- During the induction period, volunteers will read the main policies of the nursery including safeguarding, health and safety and promoting positive behaviour. The management team will discuss the policies to ensure the volunteer understands and adheres to this.

- Volunteer support Little Learners Day Care will support their volunteers throughout their time at our setting, whilst at little learners if a volunteer has any questions, problems or issues they MUST speak to the management team.

This policy was updated January 2025 by Vicky George – Manager V. George

Next review due: January 2026

Little Learners Day Care