

## 38. Volunteers Policy

### Aims of Policy

Seer Green Pre-School welcomes the support of volunteers to help with activities in the Pre-School and is very grateful for the time and resources that they give up. In order that we meet our aims and continue to provide high quality standards of care and respect for those around us, we would ask all our volunteers to sign to say that they have read and understood this policy and agree to abide by its contents for the duration of their time with the Pre-School.

### Safeguarding

- All regular volunteers agree to complete an enhanced DBS check and will not be left alone with children until their enhanced DBS check has been successfully received by the Operations Manager. No volunteers will be required to assist with children's toileting and should notify a staff member if this is needed.
- All volunteers agree to complete a short multiple choice paper test which delivers basic safeguarding training. This is aimed at increasing volunteers' awareness of child protection issues.
- If any volunteer has any concerns about a child, they will discuss it in confidence with the Pre-School Manager or Deputy Manager.
- If any volunteer has any concerns about a member of staff, and they feel that it is inappropriate that they discuss it with the Pre-School Manager, they will discuss it with the Chairperson of the Board of Trustees.
- Cameras are not allowed to be taken into the Pre-School by volunteers without the prior consent of the Pre-School Manager.
- Mobile phones are not to be used by volunteers during Pre-School sessions or activities, but may be used during breaks in the kitchen or the office, provided that no children are present.

### Confidentiality

Whilst every effort is made to ensure that the privacy of children and their parents and carers is respected, volunteers may become aware of sensitive information e.g. a child's special educational needs or disabilities, or where children may reveal personal information in conversation. All volunteers agree to respect any confidential information that they may have access to as a result of working in the Pre-School environment. Volunteers may not discuss individual children with anyone, other than with the staff for the purposes of planning/group management of an exercise that they are undertaking at the Pre-School. If a volunteer is in any doubt about the confidentiality of an issue, they should discuss their concerns with the Pre-School Manager or Chairperson of the Board of Trustees (where appropriate).

### Running of the Pre-School

Volunteers agree to respect the authority of the Deputy Manager and Pre-School Manager. Any issues arising from the course of their role should be discussed at an appropriate time when children, parents and carers are not present.

All volunteers agree to adopt a degree of flexibility with regards to the activity that they have come in to help with. Whilst disruptions will be kept to a minimum, the daily planning of the Pre-School often requires a degree of flexibility and external factors may dictate a sudden change, so that it may not be possible for the volunteer to carry out the particular activity which they have come in to do.

## Code of Conduct

- Volunteers as well as staff are role models for children and are expected to lead by example.
- Volunteers agree not to shout or raise their voices unless they believe the safety of the child is compromised. No inappropriate language or phrases will be used.
- Volunteers will endeavour to use a reassuring non-threatening tone and positive body language at all times. They are aware that aggressive body language or shouting presents a negative example of how adults should behave.
- All volunteers are to treat staff, students and other volunteers with friendliness, care and courtesy.
- Except for medical reasons, volunteers must not take any substances that might affect their time at the Pre-School. No volunteer should consume or be under the influence of drink/drugs during their time at Pre-School. No smoking is permitted anywhere on the premises or in the Pre-School grounds.

## Costs

It is understood that there may be costs incurred by volunteers who help with activities at the Pre-School and the Pre-School is happy to reimburse these costs. An Expenses Form should be filled in, any receipts attached and then passed on to the Operations Manager.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2007 created*

*2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*May 2019 reviewed*

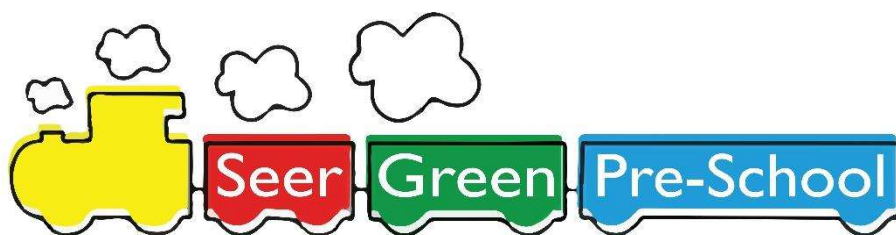
*June 2020 reviewed and updated*

*June 2021 reviewed*

*July 2022 reviewed*

*June 2023 reviewed*

*September 2024 reviewed and updated*



**A REGISTERED CHARITY**  
 John Orme Room, Jubilee Hall, School Lane, Seer Green, Beaconsfield, Bucks  
 HP9 2QJ

**VOLUNTEERS POLICY**

<b>PRINT NAME:</b>	
<b>ADDRESS:</b>	
<b>TEL NO.:</b>	

**IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT**

	CONTACT 1	CONTACT 2
<b>NAME:</b>		
<b>TEL NO.:</b>		
<b>RELATIONSHIP:</b>		

**MEDICAL INFORMATION**

<b>ANY ALLERGIES:</b>	YES / NO	DETAILS:
<b>ANY MEDICAL CONDITIONS THAT YOU WANT US TO BE AWARE OF IN RELATION TO THE ACTIVITIES YOU MAY UNDERTAKE AT THE PRE-SCHOOL:</b>	YES / NO	DETAILS:

**DOCTORS INFORMATION**

<b>DOCTOR'S NAME:</b>	
<b>DOCTOR'S ADDRESS:</b>	
<b>DOCTOR'S TEL NO.:</b>	

I have read and agree to abide by the Pre-School's Volunteer Policy for the duration of the time that I volunteer at the Pre-School. I have also read and agree to abide by the other policies outlined for volunteers to read in Policy 1.

SIGNATURE: .....

DATE: .....