



## **Volunteer Policy**

### **Introduction**

Volunteers at Puss n Boots Day Nursery bring with them a range of skills and experience that can enhance the learning opportunities of children in our setting. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Health Visitors
- Parents of Children
- Salvation Army
- Emergency Services
- Gardeners
- Dental Nurse's
- Local Businesses
- Friends of the Nursery

The types of activities that Volunteers are engaged in include:

- Giving talks and presentations to the children about their job roles.
- Discussing their Charity Work and how we have helped as a setting.
- Working alongside individual children.
- Undertaking art & craft activities with children.
- Raising awareness and aspects in the children's development with our Health Visitor.
- Raising awareness of the children's religion and festivals they celebrate, carrying out relevant activities.
- Accompanying nursery visits

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event such as a Nursery visit or on a more regular basis, e.g. helping children sew or wood work, approaches the Manager or Deputy Manager directly.

Volunteers should complete the *Volunteer Information Sheet* with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in the nursery on a regular basis, volunteers will read our policy's and sign to confirm they have a read, understood and will adhere to our policies which includes and sets out the Nursery's expectations of volunteers.

### **Our Nursery Vision**

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

*Our vision is to provide a high quality of education and care with high expectations, inclusive approaches and excellent teaching and learning form the basis of all our work. Our children will be encouraged to have a positive attitude to learning and achieve their full potential whilst being looked after in a caring environment. We will create a culture of achievement for all.*

*We are committed to providing stimulating learning activities that will ensure our*

*children leave Puss n Boots Day Nursery with the skills and knowledge that will prepare them for lifelong learning. We will do this by fostering a love for learning, self confidence and respect for others, while we work in partnership with parents, and the local community.*

This vision is underpinned by the following aims and values.

### **Aims**

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

### **Values**

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We want our children to leave us self-confident and caring members of society.
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

### **Confidentiality**

Volunteers in the nursery are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Manager and NOT with the parents of the child / persons outside of Nursery. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the nursery. Volunteers who are concerned about anything another adult in the nursery does or says should raise the matter with the Manager or Deputy Manager.

### **Supervision**

All volunteers work under the supervision of the Nursery Supervisor or Manager/ Deputy. Our Qualified Nursery Practitioners retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the supervisor or nursery practitioners as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Nursery Supervisor in the event of any query / problem regarding children's understanding of a task or behaviour.

### **Health & Safety**

The Nursery has a Health & Safety Policy and this is made available on request to all Volunteers working in the nursery. The Nursery Manager or Deputy Manager ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task and have read our risk assessment for outings if accompanying and volunteering on an outing.. Volunteers need to exercise

due care and attention and report any obvious hazards or concerns to a nursery practitioner, supervisor or Manager.

### **Child Protection**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign to say they have read it.
- To ensure the safety of our pupils at all times, all of our Volunteers who attend the nursery on a regular basis must have been cleared by the Criminal Records Bureau (CRB). If the visitor is only coming in for a 'one off' activity or short visit e.g. to give a talk or demonstration to the children such as a Health Visitor or Emergency services they are never left alone unsupervised with the children.

**To read our Safeguarding and whistle-blowing policy and to adhere to it.**

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Manager or Deputy Manager for investigation. Any complaints made by a Volunteer will be referred to the Manager / Deputy Manager.

The Manager 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
- Inform the Volunteer that the nursery no longer wishes to use them. The full Complaints Procedure is set out in the Nursery Policy.

Name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ -