**Volunteers**

**1.22.1 Volunteers within the setting**

Burghclere Preschool believes that a placement for a volunteer at our Preschool is a valuable opportunity to build experience whilst learning about working within a childcare provision. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Preschool.

However, at all times the needs of the children are paramount and therefore we need to restrict the number of volunteers admitted at any particular time, in order to minimise disruption to our core activities.

The Management Committee is responsible for ensuring that all volunteers working at our Preschool are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The manager and deputy manager is responsible for supervising and supporting volunteers while they are at Preschool.

Volunteers under 17 years of age are supervised at all times and are not counted in the staffing ratios.

All volunteers must submit two character referees and have undergone an identity check and a Disclosure and Barring Service (DBS) disclosure before they begin their time at Preschool providing they attend on a regular basis ie weekly, fortnightly etc.

**Ad-Hoc volunteers will not require a Disclosure and Barring Service but MUST not have any unsupervised contact with the children, there must at all times be a member of staff present.**

The Management Committee will enter into a formal written agreement with volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within Preschool. This agreement will also detail what the volunteer can expect from Preschool. Volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

The Management Committee will ensure that volunteers undertake the full induction process given to permanent staff as set out in the preschools induction of staff, volunteers and managers policy.

New volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at Preschool.

Volunteers will be expected to adopt a professional manner at all times, and work within Preschool’s existing [policies and procedures](http://www.polstead.org.uk/policies).

This policy was adopted at a meeting of Burghclere Pre School

Held on ---------------------------------------------------------- (date)

Date to be reviewed ----------------April 2021-------------------------------------------- (date)

Signed on behalf of the ----------------------------------------------------------

 Management committee

Name of signatory ------------Hayley Lynch---------------------------------------

Role of signatory e.g chair/owner --------------------Manager-------------------------------