

**Under Fives Roundabout  
Volunteer Policy and  
Procedures  
Policy No: 2.5.**

**Last reviewed: March 2010**

**To be reviewed by: March 2011**

**Responsible member of staff:**

**Responsible member of committee: Chairperson**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3. Keeping safe	2.4. Parents as partners	3.2. The wider context	

## Volunteer Policy

### **Statement of intent**

We welcome volunteers in all three of our groups to work with the children, to help with the practical up-keep on our building and grounds and to help with administration. Our equal opportunity policy and statement includes those who work for us on an unpaid basis and encourages diversity. Volunteers may be either those who are interested in training in early years education or those who want to help with a community group. We make clear at all stages that we take our commitment to safeguarding children very seriously. The safety and the benefit of the children in our care takes priority at all times and our staff are unable to provide additional support to a volunteer.

Regular volunteers may occasionally be included in the adult:child ratio at the discretion of the manager and with the agreement of the volunteer. By regular, we mean that the volunteer is helping at least once a week over at least one full term.

### **Aim**

To ensure that children are offered high quality early years care and education and to involve individuals from the local community in the provision of this education as a support to staff.

### **Accessibility**

Reasonable adjustments will be made to enable disabled persons to help at Roundabout. Someone wanting to help in the groups who is unable to help for the whole session is welcome where practical to help for a short time or with a specific task. \_

### **Values**

- All volunteers offering their services to Roundabout will have their offers dealt with promptly and be given a warm welcome, which reflects the value we give to volunteers. Volunteers play a very important role in supporting staff within the setting.
- Volunteers will be integrated and treated as part of the team and the individual skills that each person brings will be recognised and valued
- Volunteers will be supported and valued in their role through an induction process and reviews
- Volunteers will be encouraged to develop and build on existing skills and knowledge through sharing good practice within Roundabout and being given access or advice in regards to training where appropriate

### **Procedures**

1) We advertise for volunteers through our notice boards and newsletters, by listing with the Cambridge and District Volunteer Service and through Student Community Action. At all stages we make clear that we are committed to safeguarding our children.

2) On receiving an enquiry, the chair (or a committee member with responsibility for volunteers) will contact the candidate by telephone or email and describe Roundabout. If still interested, the volunteer will be sent:

- a volunteer application form (including requirement for disclosure of all convictions or allegations, full employment history both paid and unpaid, and at least two references)
- a 'draft' volunteer job description for those to work with the children
- notification that they will be required to fill out an enhanced criminal records bureau disclosure and a description of the ID documents required for this. There is no cost for this for the volunteer.

3) If help is required to fill out the application form, this will be offered.

4) On receipt of a satisfactorily completed application form, an interview date is set. The candidate will be asked to bring at least three forms of original ID and copies of these. At interview, which will be with at least two committee members or one committee member and one senior staff member, focus will be on safeguarding and on whether the arrangement can be mutually beneficial. There will be a supervised visit to the groups if appropriate. If the volunteer is still interested, the CRB form will be completed under the supervision of one of the nominated persons.

5) After interview (if not before) the chair will follow up references and submit CRB.

6) When satisfactory references and a criminal records bureau disclosure result are received, the volunteer will be invited in to start induction. If the volunteer starts before these have been received, a risk assessment must be written by the chairperson or manager.

7) Regular times for volunteering will be agreed.

8) The volunteer will be fully inducted. Induction includes fire safety procedures, and the health and safety, child protection, confidentiality and whistle blowing policies. It will be made clear that the volunteer will not be left alone with or responsible for children, and that they will not be expected to provide personal care (nappy or wet changing) for any child.

9) There is a probation period of one month after which time if the arrangement is not working, the volunteer may be asked to leave. The volunteer can end the arrangement at any time but Roundabout requests that they let the manager or volunteer coordinator know. If the volunteer is to be absent on any day, then it is requested that they phone in advance. There is an informal review at the end of each half-term.

This policy is based on a template from Young Lives. Please see also our Parent Helper and Student Placement Policies. Our Committee members/Trustees are also volunteers.

February 2009