



The Granary Nursery School
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Volunteers Policy

20.03.2020

General Principles

- a) At The Granary Nursery School we work within the following guiding principles:
 - Our priority is to make sure that the service we deliver meets the needs of the people who use it.
 - To include volunteers into the work of our Centre in a way which is valued, professional and supportive.
 - To recognise that volunteers are one avenue for more active public and client involvement in the community.
 - Volunteers will work with and not replace staff.
 - We will do everything possible to make sure volunteers are safe.
 - We also expect volunteers to think about their own safety and the safety of others.
- b) We value the skills, opinions and experiences of the volunteers and will use these when developing and delivering services to clients.
- c) We recognise and value the contribution that volunteers can make to the work of the nursery.
 - By bringing a different way of looking at things, experiences and skills.
 - By helping to make it easier to get the most from our professional workers.
 - By providing a more informal link between clients and professional workers.

Definition of Volunteers

- a) A volunteer is anyone who regularly undertakes to help out in the nursery and who does not receive payment or does not expect to be paid for their services.
- b) Volunteers will not be considered as employees.
- c) We recognise the role that the volunteers have in acting on our behalf within the services that we offer, where appropriate.

- d) Parent/carer volunteers – we welcome the support of parents of children attending nursery school on occasions when they choose to stay. And for trips. Parents / carers are required to sign in and are never left alone with children.

Recruitment

- a) We require volunteers to make a declaration with regard to
- Any physical or mental health problems or disabling conditions, which may be relevant to the volunteer's placement.
 - Any criminal convictions, cautions or bid-overs.
 - Accuracy of any information provided on application.
 - Any information about clients received as a result of being a volunteer is regarded as confidential. Volunteers are required to complete and sign a confidentiality agreement.
- b) All volunteer regular applicants are required to complete a DBS (Disclosure Barring Service) check in line with DBS guidelines and volunteers will not be able to start until this check has been completed.
- c) Upon acceptance volunteers will be provided with appropriate training and a description of the role they are expected to undertake and their responsibilities.

Training

- a) All regular volunteers will receive appropriate training.
- b) Volunteers will be made aware of all of the nursery's policies including Confidentiality, Equal Opportunities, Disability Awareness and SEND, Safeguarding and Behaviour. Volunteers will sign the policies folder to demonstrate that they have had full access to the policies and have read them.

Support

- a) Each volunteer will have a named supervisor.
- b) All volunteers will receive regular support and supervision.

Absenteeism

When expecting to be absent from a scheduled visit / duty, the volunteers need to inform their supervisor as far in advance as possible.

Confidentiality

- a) The Granary Nursery School has a clear expectation that volunteers will follow the same confidentiality policy as paid employees.
- b) It is essential that confidentiality is respected. A breach of confidentiality is a serious issue.
- c) Consideration of confidentiality should not be allowed to override the rights of the child to be protected from harm.

Health and Safety

All volunteers should be familiar with the Health and Safety policy of The Granary Nursery School.

Work Experience Students

Please see our Student Confidentiality Policy.

Name	Signature	Date Read/Reviewed