

Reviewed	March 2023
Review Date:	March 2024



Agreed by: Personnel, Pay, Headteacher Review Committee

Date: 24/04/2023

Name: Jenny Auber

Signature: 

## **VOLUNTEERING POLICY**

### **March 2023**

This volunteering policy is designed to ensure that all people who volunteer their time and skills in working at Highfield are aware of the guiding principles and Terms and Conditions of engagement, and those of Suffolk County Council.

#### **1 General Principles**

- a) At Highfield 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 organisation
  - 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
- d) Volunteers are considered as having an important role to play

#### **2 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

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- 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 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 wear a visitor badge and are always in the room with practitioners.

### 3 Recruitment

- i. All volunteer regular applicants are required to complete a Suffolk County Council application form, a copy of which is held on file
- ii. We require potential 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 bind-overs
  - Accuracy of any information provided on the application form
  - Any information about clients received as a result of being a volunteer is regarded as confidential
- iii. Volunteers are required to complete a DBS and volunteers will not be able to start until this check has been completed
- iv. Upon acceptance volunteers will be provided with appropriate training and a description of the role they are expected to undertake and their responsibilities

### 4 Training

- a. All regular volunteers will receive appropriate training which will be reviewed regularly
- b. All training programmes will cover issues around confidentiality, equal opportunities including disability awareness, child protection, and guidelines in respect of what volunteers offer and clarity around boundaries
- c. The specific programme will vary and will be determined by that service and volunteer role

### 5 Support

- a) Each volunteer will have a named supervisor
- b) All volunteers will receive support and regular supervision
- c) Supervision can be on an individual and/or group basis and is regarded as important

### 6 Absenteeism

When expecting to be absent from a scheduled duty volunteers need to inform their team manager as far in advance as possible.

### 7 Confidentiality

- a) Highfield has a clear expectation that volunteers will follow the same policy guidelines on confidentiality as a paid member of staff
- b) It is essential that confidentiality is respected
- c) A breach of confidentiality is a serious issue

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- d) Consideration of confidentiality should not be allowed to override the rights of the child to be protected from harm

## 8 **Health and Safety**

All volunteers should be familiar with the Health and Safety Policy of Highfield Nursery School Children’s Centre.

## 9 **Security Badges**

As a volunteer, individuals will be issued with a security identification badge. This will remain the property of Highfield Nursery School and Children’s Centre and must be returned when the individual ceases to be a volunteer.

## 10 **Work Experience Students**

Please see our Student Placement Policy.

Please read this Policy in conjunction with our Equalities Policy.