



## **Volunteer Policy**

### **Aim**

This organisation values volunteers for the diverse skills and experience they bring to the project. It recognises that volunteers should be seen as complementary and additional to the staff group. The aim of this policy is to ensure that the interests of the volunteers are met, whilst bearing in mind that the children's safety and wellbeing is paramount.

### **Principles**

This Volunteering Policy is underpinned by the following principles:

- We will ensure that volunteers are properly integrated into the organisation and that systems are in place for them to contribute to the settings work.
- We do not aim to introduce volunteers to replace paid staff.
- We expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

### **Procedure**

#### **Recruitment**

We will invite volunteers to visit project at a time convenient to the Manager, who will go through the application process and the other information with the volunteers. This approach will help volunteers who may lack the confidence or basic literacy skills to apply on their own.

#### **References and Checks**

All volunteers must provide the organisation with two referees. We will ensure that all references are taken up before the volunteer starts work.

All volunteers will be expected to complete an enhanced level Disclosure and Barring Service (DBS) check. Volunteers are required to disclose if they have received any convictions, cautions, court orders, reprimands and warnings, whilst volunteering with us which may affect their suitability to work with children and vulnerable adults. We will also review their DBS check status on a regular basis to verify this.



## **Induction and Training**

Volunteers will be given a thorough induction to, the organisation, work they will be doing as well as health and safety, equal opportunities etc. The volunteer may be given a particular area of work to focus on, depending on their interests.

Training needs will be reviewed through regular support and supervision. If a volunteer works only occasionally, we will maintain contact to see if they would still like to volunteer.

## **Insurance**

We will provide a safe workplace and provide insurance cover against any injury caused by negligence. All volunteers are covered by the settings Employer's Liability and Public Liability insurance.

## **Equal Opportunities**

We operate an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **Health & Safety**

Volunteers are covered by our Health and Safety Policy, a copy of which will be provided during the induction process.

## **Child Protection**

All volunteers will be given a copy of our Child Protection policy and will be required to work within it. In addition Volunteers had a responsibility to ensure a child's welfare and should adhere to the following:

- Avoid being alone with a child, at all times, if possible. This prevents difficult situations arising, which could lead to false accusations.
- Never become involved with any child outside the normal hours of the project unless they have full consent of the main carer of the child. Any such relationships with children/families need to be declared to the setting.
- Confidentiality must be respected at all times, except where a child's safety is at risk.
- Take any concerns regarding the safety and wellbeing of a child to the playleader.
- At all times act as a positive role model for the children.



## **Volunteer's Responsibilities**

- Be punctual and notify staff as soon as possible if they are unable to attend a session
- Help staff set up at the start and tidy up at the end of sessions
- Help to provide a safe, stimulating environment for children
- Work as part of a team and under the supervision of the playworkers
- Help ensure that equipment is maintained and that anything damaged or dangerous is removed.
- If there are any concerns about a child's behaviour, the volunteer should refer this to a paid member of staff.

## **Volunteer Breaks**

- Over 18 year olds are entitled to a rest break of at least 20 mins if their shift lasts over 6 hours per day.
- 16-18 year olds are entitled to a rest break of at least 30 mins if their shift lasts over 4.5 hours per day.
- 15-16 year olds are entitled to a rest break of 1 hour in every 4 hours volunteered and a maximum of an 8 hour day. They also require at least 2 weeks off in a year.
- 13-14 year olds are entitled to a rest break of 1 hour in every 4 hours volunteered and a maximum of a 5 hour day. They also require at least 2 weeks off in a year.
- These would apply to school/education holidays

## **Problems**

If a volunteer has any problems, they should talk to a member of staff. If there are any issues that cannot be discussed with staff then the volunteers should talk to a management committee member.

## **Support**

We will provide regular opportunities for supporting volunteers and ensure that there are systems in place for any issues to be raised.

If a volunteer only works occasionally, we will maintain contact to see if they would still like to volunteer.

## **Duke of Edinburgh Placements**

We also offer placements to 14 and 15 year olds volunteering as part of their Duke of Edinburgh award. They will work under supervision from the Playworkers, complete introductory training (including safeguarding) and will work towards an agreed set of targets. If they are still with us when they turn 16 they will go through the criteria stated above.