

Blackhall Nursery

Volunteer Policy

AIMS

Blackhall Nursery highly values the contribution of volunteers. Volunteers are integral to the ethos of our community nursery. Volunteers are supported and respected in their roles and Blackhall Nursery aims to offer volunteers a constructive, enjoyable experience which is of mutual benefit.

This policy along with the Volunteer Agreement and the Volunteer Induction Checklist sets out responsibilities and requirements for the Nursery and for volunteers.

Recruitment

The particular needs and requirements of early years care and education necessitate appropriate recruitment procedures for volunteers.

- We require a written application from volunteers. This will involve the completion of an application form and a covering letter.
- If Blackhall Nursery has a suitable volunteering opportunity, the prospective volunteer will be sent our Volunteer Policy, a copy of the Volunteer Agreement, a Self- declaration form and the Volunteer Induction Checklist.
- The volunteer and the Nursery Manager will then have a meeting/interview at which roles, responsibilities, the volunteer's expectations and the support for volunteers that we offer will be discussed.
- A Health Check, funded by the volunteer as necessary, and at least one but preferably two, references will be required prior to the start of any voluntary activity.
- Where a PVG scheme membership or scheme record update is required, this must be obtained in advance of the start of the volunteering. The volunteer may be required to pay for this.
- Because the welfare of our children is paramount, and our staff's priority must be the children, Nursery may recruit volunteers at its discretion. However, if no suitable volunteering opportunity is available, or the volunteer's skills do not match those required by the Nursery, we will be glad to provide constructive feedback if requested.

Induction, Support and Volunteer Development

All volunteers will receive induction and ongoing support/guidance from a named mentor (see Volunteer Agreement and Induction Checklist) as well as from our staff team. Training, if identified as necessary and appropriate by mutual agreement, six monthly formal feedback sessions and informal feedback sessions will be offered, as appropriate and in accordance with the Volunteer Agreement.

Policies

- Volunteers must familiarise themselves with all nursery policies and procedures as advised by the Nursery Manager or Business Manager; priority operational policies and procedures are listed in the Volunteer Agreement. Volunteers will be asked to sign on the Induction Checklist to say that they have read and understood these. They include the **Equalities Policy, the Promoting Positive**

Behaviour Policy, the Confidentiality Policy, the Health and Safety Policy, the Computer Use, Mobile Phone and Social Media Policy.

- Volunteers must also be aware of the **Fire Procedure**, as outlined in the **Health and Safety Policy**, and will be asked to take part in our regular fire drills.

Risk Assessment, Types of Volunteers and Restrictions

Under the guidelines issued by the Care Inspectorate, it is necessary to establish whether volunteers should be vetted through Disclosure Scotland. A risk assessment must therefore be carried out by the Nursery Manager in consultation with the Chair of the Board and the Risk Assessment must be kept on file. The Nursery follows the Scottish Social Services Council Codes of Practice for Employers of Social Service Workers and Social Service Workers in implementing this policy. In particular it recognises its obligation under that code to make sure people are suitable to enter the Nursery environment.

Regular volunteers who have close contact with nursery children should undergo vetting through Disclosure Scotland as a matter of course (see Blackhall Nursery's PVG policy). Volunteer Scotland provide free PVG membership and updates for volunteers so there will be no cost to the volunteer or the Nursery. 'Regular' is deemed to mean every week during term-time or more often. (It might be prudent to request that a small number of parents who are willing to help out at short notice should also go through the disclosure procedure at the start of the academic year.)

Parent/Carer Helpers will be required at times throughout the year to assist within Nursery and may count towards adult ratios for the purposes of outings and excursions.

- A minimum of two staff will always be present and full risk assessments will be undertaken. This volunteering support is necessary to enable us to deliver a wide and varied curriculum (e.g. Woodland Walks). As most parent/carers helpers have not been vetted through Disclosure Scotland they;
- must never be left unsupervised with the children
- are not permitted to change children (either for toileting purposes or changing wet clothes) and
- may not administer first aid
- may not prepare snack

All Volunteers

It should be noted that volunteers must not lead the children on a trip, nor should they be the last adult in the line. For safety reasons, volunteers should never answer the door or the telephone. Volunteers should not access confidential children's records or the staff computers.

Volunteers who are assisting during a nursery session should ask parents wishing to hand in money or paperwork to speak to a member of staff. An exception will be made for fundraisers who are responsible for the collection of money for fundraising purposes.

It is essential that all volunteers should be advised of children's specific **dietary requirements**. They should **not** be made aware of any health and behavioural issues except at the discretion of the Nursery Manager or the Person in Charge and only when

in the best interests of the child and with the Confidentiality Policy in mind. No volunteer/student/trainee will be allowed to take the register unsupervised or to supervise the children at drop-off or pick-up.

Volunteer Personal Information

- All volunteers must complete Staff Health/Emergency Contacts sheets and must notify Nursery of any support needs or health requirements which may impact on their volunteering.
- The personal information of volunteers, including recruitment records, will be kept securely.

Withdrawal Procedures

If the Nursery Manager and/or the Board of Directors is unhappy with any aspect of a volunteering agreement, the volunteer may be asked to terminate the agreement immediately. There will be no right of appeal.

Recording Volunteer Visits

In all circumstances, volunteers must sign in and out using the visitor book to log their presence at the Nursery.

Adopted On: 03.05.2023

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Application form

Self-declaration form
Volunteer Agreement
Volunteer Induction Checklist
Exit form