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Putnoe Woods Preschool Volunteer Policy and Procedures

At Putnoe Woods Preschool we recognise the immense benefits that volunteers can bring to the preschool. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the preschool. We will, however, insist that the volunteer follows all preschool procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will always be supervised. A 'volunteer' application form will need to be completed listing at least one referee. A volunteer job description is also provided. Both documents can be found on our recruitment website page.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the preschool and will also include at least one written reference.

Training and Induction

All volunteers will receive an Induction programme when commencing their volunteering work at Putnoe Woods Preschool as stipulated in Volunteers Induction Pack.

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding children and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the preschool policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the preschool, staff, children and families as stated in the confidentiality policy and should follow the preschool confidentiality procedure at all times.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the preschool

- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the preschool manager
- Details of access to all relevant policies and procedures.

Volunteer support

The preschool has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery. Our designated officer for volunteers is **Mandi Cowley**.

Putnoe Woods Preschool is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

This policy is in compliance with Data Protection Act 2018

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015		
September 2016	Jo Skelton	
September 2017	Jo Skelton	All volunteers will receive an Induction programme when commencing their volunteering work at Putnoe Woods Preschool as stipulated in Volunteers Induction Pack.

March 2018	Jo Skelton	GDPR Statement
November 2019	Nikki Adams	New email address

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
December 2021	L Whitney	Replaced 'nursery' with 'preschool'. Added application & job description	
September 2023	Jo Skelton		
April 2025	L Whitney	Typo's	