



## Volunteers Policy

### Policy Statement

We welcome volunteers to support the work of the provision. Often the help given by volunteers enables us to do additional activities with the children that might otherwise have not been possible.

### Procedure

We have put in place the following procedures in relation to volunteers within the provision to ensure that the safety of the children is not compromised.

1. Volunteers are asked to complete a DBS check or to provide an original DBS clearance that has been carried out within the last 12 months.
2. Volunteers are to only support the work of the staff and are not to be included in child:staff ratios.
3. Volunteers are not to be left unsupervised with any children.
4. Volunteers are not to attend to any child's personal needs (ie nappy changing, toileting).
5. Volunteers will be provided with support from a named member of staff who has been given responsibility for them.
6. Volunteers will be provided with clear guidelines as to their role and any responsibilities.
7. Volunteers are asked to sign a confidentiality statement. They may well be given information by parents or children that is confidential.

Date written: \_\_\_\_\_

Date of review: \_\_\_\_\_