Volunteers Policy

At **Kelham Island Community Childcare,** we recognise the immense benefits that volunteers bring to the nursery. 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 nursery. We will, however, insist that the volunteer follows all nursery 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 be always supervised.

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 nursery and will also include two written references.

Training
Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid (where applicable) 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 nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality
Volunteers should not disclose information about the nursery, staff, children and families as stated in the Data protection and confidentiality policy and should always follow the nursery confidentiality procedures.

Volunteer's induction pack
On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the nursery
- A copy of the Volunteers policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures
- During the induction period, volunteers will read the main policies of the nursery including Safeguarding children and child protection, Health and safety – general policy and Promoting positive behaviour policy. The designated member of staff will discuss the policies to ensure the volunteer understands and adheres to this.

Volunteer support
The nursery 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 **Amelia Broughton.**

This policy was adopted on	Signed on behalf of the nursery	Date for review
23.02.2026		*23.02.2027*