



Little VIPs at Lowther Endowed School Volunteer Policy

At Little VIPs Day Care we recognise and value the support offered by volunteers in a range of roles. Volunteers at Little VIPs will have access to children and in line with Keeping Children Safe in Education and our Safer Recruitment Policies and Procedures we will carry out appropriate background and vetting checks, including DBS, Barred List checks and Disqualification from Childcare checks. References will be sought and a volunteer will not start at Little VIPs until the Manager is satisfied with the outcome of these checks.

All volunteers will receive specific induction training covering Safeguarding and Child Protection, Fire Evacuation and Health and Safety together with an information booklet summarising the nursery's policies and procedures.

Each volunteer will be assigned a member of staff who will supervise them.

The role of a volunteer

Short Term: we may have volunteers in the nursery occasionally or on a regular basis over a short time period. This may be to read stories, support with outdoor activities, accompany staff on walks and outings, help with special events. We will endeavour to inform parents when adults other than those staff known to parents and children will be in the nursery and why they are there.

Volunteers attending for the reasons above will not form part of staff ratios, will not be left alone with individual children or groups of children and will not have access to FamlyApp.

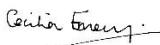
Long Term: suitable volunteers on longer term placements (aged 17 or over) who are attending our setting for at least one full term will be monitored and assessed to determine their competence levels. If we believe that they are suitable and can demonstrate the high levels of competence and responsibility we expect from our staff, then we may consider including them in our staff ratios at the level below their level of study.

Any volunteers in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor or buddy within the setting who can support their well-being. Any safeguarding concerns will be dealt with according to our Safeguarding children and child protection policy.

Within our nursery we expect our volunteers to:

- Read, understand and adhere to all policies and risk assessments specific to activities
- Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement
- Share any safeguarding concerns they may have with their buddy or mentor or the Designated Safeguarding Lead
- Maintain a high standard of work, behaviour, appearance and attendance whilst with the nursery
- Undertake a full induction conducted by the nursery
- Be aware of any medical issues or allergies for children they are with
- Have access to training as required by the management

- If studying whilst with the setting, undertake all tasks required by the tutor to keep up to date with the course. If your coursework falls behind at any point, your placement in the setting will be at risk
- Ensure that the nursery environment is safe and secure for all children at all times and report any issues as they arise
- Help with the day to day running of the nursery by undertaking tasks as determined by the supervisors and management

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 st November 2024		November 2027