



## Engagement of Volunteers Policy

The Pre School may accept people on voluntary placements for the purposes of work experience, training, development or as part of volunteering projects to enhance the Pre School's services or to ensure that the number of members of staff remain in ratio for Ofsted's requirements.

The ratios are:-

Age	Staff Present
2	1 adult for every 4 children
3+	1 adult for every 8 children

This policy sets out the Pre School's approach to voluntary placements, engaging with volunteers and employees effectively and ensuring volunteers, employees and the Pre School benefit mutually from the placement.

Accepting people on voluntary placements grants that person access to the Pre School for their own career development and progression, and to gain an insight into the Pre School's workplace.

### Becoming a Volunteer

The Pre School will ask the applicant to complete a volunteering application, usually on an ad-hoc basis. This will cover:

- volunteering project name (if applicable)
- project work sought
- reasons why the applicant wishes to volunteer
- dates and times available for volunteering work
- skills, knowledge and expertise they bring to the project
- details of two referees willing to give references
- consent to undertake a DBS Check and medical review/examination (if necessary for the project being applied for).

The application will be considered by the Nursery Manager or one of the Trustees

### Volunteer Status

Volunteers are not employees of the Pre School and will not be used as a substitute in place of part time and full-time employment. There will be no legally enforceable contract between the volunteer and the Pre School in relation to the placement and therefore there will not be payment by the Pre School for any work that the volunteer may undertake during the placement. Only employees or workers may receive a paid wage; volunteers will not be paid.



The volunteer does not have to accept the offer of a placement and may withdraw at any time, before or after the placement has started. The Pre School is also under no obligation to offer the volunteering placement and may also withdraw the placement at any time, before or after the placement has started.

For the sake of convenience, the volunteer and the Pre School should try to give each other enough notice of their intention to end the placement. Volunteers may undertake paid work for other Companies or other placements with other entities.

If the Pre School chooses the applicant for a session, the Pre School will contact the applicant and make arrangements for them to attend the Pre School to work on the session, the first day of which will be the volunteering induction programme.

If the Pre School chooses the volunteer applicant to be in the workplace on an ad-hoc basis, for instance work shadowing, the relevant manager that the applicant will be assigned to will contact the applicant and make arrangements for them to attend the Pre School workplace. A volunteering induction will occur on the first day of their time with the Pre School.

It may be that inductions for projects and ad hoc volunteering occur the week before they start volunteering.

The manager will confirm to the applicant that no payments for the voluntary work will be made.

### **Duration of placement**

The work that volunteers are asked to do is not pre-defined and the period of time that a volunteer may work for the Pre School are not pre-set; the work and period of engagement will be considered on an ad-hoc basis upon each application.

No volunteers will be left unsupervised with children, all volunteers over the age of 16 will require a DBS check to be carried out.

### **Volunteer Starting Arrangements**

#### **Induction programme**

Before the volunteer commences their project, the Pre School will ensure the volunteer has attended the volunteering induction programme.

The induction sets out the goals and expectations of the project and the types of work that the applicant will undertake. Volunteers are required to keep Pre School information confidential and not disclose it to third parties or make use of or take advantage of confidential information during the volunteer placement or project, or after it has ended.



All the Pre School's policies and procedures will apply to the volunteer during their time volunteering. The Pre School will arrange access for the volunteer to the relevant policies and procedures for the duration of their volunteering project or placement and ensure the access arrangements are explained during the induction.

Volunteers will be trained in relation to the requirements of their project or placement. The volunteer's manager may identify further training needs during the course of the volunteering project or placement.

### **Health and safety**

The Pre School's health and safety policies apply to volunteers. During the induction, volunteers will receive training in the hazards and risks relevant to their project or placement.

### **Manager**

Volunteers will be assigned to a mentor, either for the project they are placed on or the placement within the workplace. Questions may be directed to the volunteer's mentor or any staff member and any problems should be referred to the manager in the first instance for informal resolution. Where this does not bring about the desired outcome, the volunteer may use the Pre School's complaints procedure. If a problem cannot be resolved, it should be put in writing to the HR Consultant ([Doug.Betts@surebettshr.com](mailto:Doug.Betts@surebettshr.com)), who will liaise with the Trustees to reach a final decision.

### **Engagement folder**

The Pre School will maintain an engagement folder for each volunteer, containing a copy of the signed volunteer agreement (VA). The VA sets out the volunteer's specific role and restrictions, how long the placement will run for, and any parts of the business which may not be entered. The VA sets out and insurance arrangements and who the volunteer's is.

The electronic engagement folder will also hold:

- a copy of the signed non-disclosure and confidentiality agreement
- an indication of the location of the Pre School's policies and employee guide, with attention drawn to specific aspects
- information on the Pre School which the volunteer may find useful, including the areas in which the volunteer will be based
- information on any other volunteering projects available at the Pre School
- a copy of this policy.

### **Reviews**

Volunteers will meet with the manager for a review of the work being undertaken under the project or placement. These reviews will take place regularly for short placements under three months, and every three months for longer term placements.



### **Complaints**

Any complaints received about a volunteer will be handled by the manager in the first instance, by meeting with the volunteer to discuss the complaint and establish what happened. If the explanation is not satisfactory the Pre School will end the volunteering arrangement with immediate effect. A volunteer that is dissatisfied with a decision to end the volunteering arrangement may write to the Chair of Trustees.

### **Insurance and liability**

Volunteers should not act outside their project role or activities set out as part of their placement. Volunteers must ensure they take reasonable care of both themselves and others who may be affected by their actions or inactions. This includes clients/customers and members of the public.

The appropriate level of insurance is provided as part of Pre School-sponsored volunteering projects which extends to personal injury, professional and public liability insurance if a volunteer does not possess this themselves.

Vicarious liability for the actions of volunteers may arise when the volunteer is carrying out work on a project or in the workplace. The volunteer may also be jointly liable for their own wrongful acts or omissions. As indicated in the Pre School's health and safety policy, volunteers are under a duty to follow the policy and procedures that apply to their volunteering placement.

The volunteer's manager will complete a risk assessment in respect of health and safety.

If an accident occurs on a project or in the workplace, this should be reported to the Pre School and recorded in the accident book.