

## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

# Employment

## 2.8 Managing Volunteers

### Policy Statement for St Joseph's Pre-school

#### Statement of Intent

St Joseph's Pre-school recognises the immense benefits that volunteers bring to the setting. In return, we hope to give volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. A volunteer is not an employee and will not have a contract of employment with the pre-school. We will, however, insist that the volunteer follows all St Joseph's Pre-school policies and procedures in the same manner as a paid employee, to ensure consistency and quality of care and early learning for the children.

Under no circumstances will a volunteer in respect of whom no Disclosure and Barring Service (DBS) checks have been obtained be left unsupervised or allowed to work in regulated activity.

#### Recruitment and selection of volunteers

St Joseph's Pre-school ensure that it follows the procedures set out in its Safer Recruitment Policy<sup>1</sup> when looking to recruit volunteers.

All prospective volunteers should be asked to:

- Initially complete an expression of interest form [see Appendix 1].
- Take part in an informal interview to discuss reasons for wanting to volunteer, the skills and experience they can contribute and what they hope to achieve in return.
- Provide details of two references – who should not be relatives or a partner.
- Complete a DBS check<sup>2</sup> and a risk assessment where a DBS check is not required.

#### Volunteers and DBS checks

- Some volunteers will require a DBS check because of the frequency of their volunteering activity and the contact they have with children, e.g. regular and day to day contact. Some volunteers do not require a DBS check, for example if they are accompanying a school trip out for the day/part day, or attending a school event. Volunteers without a DBS check must not be left unsupervised with children.
- St Joseph's Pre-school will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so we will consider:
  - The nature of the work with children
  - What the setting knows about the volunteer, including formal or informal information offered by staff parents and other volunteers

<sup>1</sup> Policy 2.1.5 Safer Recruitment

<sup>2</sup> DBS checks for volunteers are free

- Whether the volunteer has other employment or undertakes voluntary activities where references can advise on suitability
  - Whether the role is eligible for an enhanced DBS check

Details of the risk assessment will be recorded.
- An enhanced DBS check will **only** be required for volunteers in the following circumstances:
  - The volunteer is in the school regularly, which is defined as once a week or more, or 4 or more times in a 30 day period; and/or
  - The volunteer is unsupervised.
- DBS checks are only sent to the applicant and not the Registered Body. St Joseph's Pre-school ensures that either the Lead Practitioner or a Committee member sees the DBS certificate from the volunteer prior to commencement at the pre-school.

### **Training, Induction and Support of volunteers<sup>3</sup>**

- Volunteers at the pre-school will be given training appropriate to their role.
- Volunteers will receive a written role description making it clear what the boundaries and expectations are.
- Volunteers are assigned a nominated member of staff for their task.
- Volunteers will be expected to adopt a professional manner at all times, and work within St Joseph's Pre-school's existing policies and procedures. The volunteer's induction process will include an explanation of this.
- A written role description will be provided to the Volunteer which makes clear what the boundaries and expectations are.

### **Insurance**

- Volunteers under direct supervision of St Joseph's Pre-school will be indemnified against third party claims under the pre-school's employers and public liability insurance policy whilst volunteering for the setting.

### **Management of volunteers**

All volunteers should:

- Have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken.
- Be provided with appropriate and sufficient training in undertaking the relevant activities/tasks.
- Be provided with relevant equipment/materials.
- Be provided with relevant health and safety advice/training and equipment as necessary.
- Be made aware of relevant policies and procedures, particularly those relating to safeguarding and child protection.
- Be given clear guidelines about confidentiality.

### **Confidentiality**

Volunteers are likely to become aware of confidential information within St Joseph's Pre-school either about a child, its staff and parents. They will be asked to sign the Pre-school's "Confidentiality Agreement: Staff, Students and Volunteers"<sup>4</sup>. Volunteers should not disclose this information and should follow the pre-school's confidentiality procedure at all times.

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<sup>3</sup> See also Policy 2.2 Induction of staff, volunteers and managers

<sup>4</sup> Appendix 2 : Policy 1.4 Confidentiality

## **Health and Safety**

- Risk assessments should be in place for volunteers at the pre-school<sup>5</sup>.
- Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others.
- The Lead Practitioner and/or the Chairperson must ensure that volunteers do not undertake any activities which present a risk to their health and to others.

## **Grievances and complaints**

- Any problems arising from either side should be resolved through informal discussion.
- If the issues prove to be irreconcilable, either side has the option to terminate the agreement.
- If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties and, in some circumstances, may need to be referred to the DBS.

## **Roles and expectations**

It is important to set clear guidelines and expectations in order that the needs of the volunteer and St Joseph's Pre-school may be met. Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering.
- An induction training programme clarifying boundaries and expectations together with appropriate task related training.
- Relevant and up to date information and advice.
- To be given copies of St Joseph's Pre-school's policies on safeguarding and child protection, health and safety and equality and diversity.

In return St Joseph's Pre-school asks volunteers to:

- Be a positive representative of the school.
- Adhere to their task, responsibilities and commitment as agreed.
- Follow any procedures and standards explained by the Lead Practitioner and/or Chairperson, including those relating to safeguarding and child protection, health and safety and equality and diversity.

Unregistered staff will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by a registered member of staff.
- Change nappies whilst unsupervised.
- Be left unsupervised during outdoor play.
- Be left alone in a room for children.
- Administer medication.
- Administer first aid.

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<sup>5</sup> St Joseph's Pre-school has a duty of care to volunteers to ensure that, as far as reasonably practicable, they are not exposed to risks to their health and safety and will take steps to keep volunteers safe

## Further Guidance

- Keeping Children Safe in Education (DfE latest version)
- How to manage your charity's volunteers (Charity Commission May 2013)
- Involving volunteers in your organisation (Dept for Digital, Culture, Media & Sport April 2022)

## Associated Policies and Procedures

- 1.2 Safeguarding Children and Child Protection
- 2.1.5 Safer Recruitment

Version Number	Author	Purpose of change	Date
1.0	K Coupe	New policy: Requirement of Charity Commission. Version Controlled	7 Nov 2018
2.0	K Coupe & T Clapp	Updated in line with Keeping Children Safe in Education 2020 and with reference to the setting's Safer Recruitment Policy. Changes reviewed & some wording tweaked.	29 Apr 2021 Committee via email (quorate)
3.0	K Coupe	Updated reference to Keeping Children Safe in Education (Sept 2021)	13 Oct 2021 Chair (A Hitchings)
4.0	K Coupe	Reviewed and updated <ul style="list-style-type: none"><li>• using guidance from Dept for Digital, Culture, Media &amp; Sport and the Charity Commission</li><li>• inclusion of Associated Policies and Procedures section as per EY Safeguarding Audit s175/173 2023</li></ul>	22 Feb 2024 Committee Member (S Long)
5.0	K Coupe	Reviewed and updated to include reference to a "volunteer role description" as recommended by Charity Commission guidance	29 Jan 2026 Committee Member (L Finn-Powers)

## St Joseph's Pre-school Expression of interest

Thank you for expressing an interest in volunteering at St Joseph's Pre-school.

<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Date of Birth:</b>	<b>Gender:</b>
<b>Tel No (day):</b>	<b>Tel No (eve):</b>
<b>Email address:</b>	
<b>Occupation:</b> [i.e. electrician, student, house person, retired etc]:	

**Please tell us (as briefly as possible) what your reasons for volunteering are.**

**Please give details of any experience that may be relevant  
[NB: previous experience is not always required]:**

### Availability

Please indicate below when you are available to volunteer. We are open Monday to Friday's (term time only) from 9am to 3pm.

	Mon	Tues	Weds	Thurs	Fri
<b>Morning</b>					
<b>Afternoon</b>					

## Volunteer References

All volunteers at St Joseph's Pre-school come into contact with children. We, therefore, require references and may need to undertake a Disclosure and Barring Service check.

Please give details of TWO independent referees below. If you are under 16 then please give details of ONE referee and the name of your school.

Referees **MUST NOT** be a family member or partner and should have known you for at least one year.

### Referee One

<b>Name:</b>	
<b>Email:</b>	
<b>School (if under 16) Including contact number:</b>	

### Referee Two

<b>Name:</b>	
<b>Email:</b>	

### Declaration

I have not incurred any criminal convictions nor have I committed any offences of abuse or causing harm to children, or any offence which may be relevant to my volunteering at St Joseph's Pre-school.

I agree that the information given on this form is correct.

In line with the Data Protection Act 2018 and the General Data Protection Regulations 2018, I give St Joseph's Pre-school permission to contact my referees and use the information detailed above.

Signed: ..... Print name: .....

Parent/Guardian signature (if under 16): .....

Print name: ..... Date: .....

Thank you for your interest. We will be in touch soon and look forward to meeting you.

Please return this form to:  
Lead Practitioner, St Joseph's Pre-school,  
Front Street, Nympsfield, Stonehouse, Glos GL10 3TY