



## EYFS – The Safeguarding and Welfare Requirements

3.29

### Suitable People

#### 3b.5 Volunteers

##### Policy Statement

As part of the Voluntary sector, Auden Place Community Nursery encourages the use of volunteers, although due to the sensitive nature of our service i.e. childcare, we limit the use of volunteers, and have a strict regime for those we do use.

We have three forms of volunteers. The Management Committee is made up of volunteers, those within the nursery setting, and occasionally, parents of children attending the setting volunteer to assist us with activities or outings.

##### Procedures

###### *Management Committee/Trustees*

- The make up of the Trustee Board is that of volunteers. Following our constitution, we can have up to 16 trustees made up from the following:
  - Up to 16 parent trustees
  - Up to 4 trustees from the Auden Place Estate
  - The rest can be made up of outside trustees with a genuine interest in charity work and childcare.
- As trustees will need to be vetted by Ofsted (See policy 3b.1 Procedures of Obtaining a DBS for further information)

###### *Volunteers within the Nursery Setting.*

- As a nursery, we often get requests from people in the community who would like to carry out volunteer work. This is usually from people looking to begin a childcare course, who need to fulfil a certain amount of voluntary hours as part of their course requirements.
- In this instance, the needs of the children are paramount, and management will need to consider the following:
  - How many volunteer/students are already at the nursery
  - The reason behind the volunteers request
  - The length of time the volunteer wishes to work with us
- When all factors have been considered, and the nursery accepts to take on the volunteer, the volunteer must complete an Auden Place Application form and the management must seek two references and apply for an enhanced DBS disclosure. We will not accept the volunteer until these have been received.
- The only exceptions to this procedure will be when the volunteer is under 16 years of age.
- Once all checks are cleared, volunteers can join the nursery, and for their time with us will follow the same set of procedures as students. (Please see Policy 2.4 – Student Placements – Although a copy of this policy will be enclosed within the student pack)



*Parent Volunteers*

- When parents offer their services within the nursery, we do not seek references or DBS clearance, but are never at any stage left unattended with a group of children.
- Before they carry out their chosen activity, or join us on outings, they will be briefed by a member of staff on what is expected from them, particularly in the management of children's behaviour, Child Protection and Health and Safety.