Engagement of Volunteers Policy

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

The EYFS ratios are:-

Age	**Staff Present**
2	1 adult for every 5 children
3+	1 adult for every 8 children 1 adult to 13 children with staff member holding EYPS

It is our aim to achieve a ratio of 5 staff to 24 children to maximise the opportunities for our children and staff to engage in playful experiences, which support all children's learning and development.
This additional staff member working alongside our children in receipt of Early Years Pupil Premium, helps to improve to educational outcomes for our most disadvantaged children

This policy sets out the Preschool'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 Preschool for their own career development and progression, and to gain an insight into the Preschool workplace.

Becoming a Volunteer
The Preschool will require 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 Preschool 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 Preschool in relation to the placement and therefore there will not be payment by the Preschool 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 Preschool 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 Preschool 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 Manager/ Trustees choose the applicant for a session, the Manager will contact the applicant and make arrangements for them to attend the Preschool to work on the days agreed, the first day of which will be the volunteering induction programme.

If the volunteer applicant is to be in the workplace on an ad-hoc basis, for instance work shadowing. A volunteering induction will occur on the first day of their time with the Preschool.

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 either of the preschools are not pre-set; the work and period of engagement will be considered on an ad-hoc basis upon each application. Working alongside colleges and schools as required.

No volunteers will be left unsupervised with children, all volunteers over the age of 16 will require a DBS check to be carried out.
Volunteers and students are not included in the staffing ratios for supervising children.

Volunteer Starting Arrangements
Induction programme
Before the volunteer commences their project, the Manager 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 Preschool 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 Preschool's policies and procedures will apply to the volunteer during their time volunteering. The Preschool 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 ant 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 Preschool's complaints procedure. If a problem cannot be resolved, it should be put in writing to the Chair of Trustees, Hannah King hannah772@msn.com who will liaise with the Board of Trustees to reach a final decision.

Engagement folder
The Preschool 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 Preschool's policies and employee guide, with attention drawn to specific aspects
- information on the Preschool 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 Preschool
- 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 Preschool 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 Preschool-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 Preschool'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 Manager of Deputy Manager on duty and recorded in the accident book.