

Volunteer and Student Policy

At Daisy and Rainbow Childcare we recognise the value of encouraging volunteers and students to work within our setting. We value our volunteers and strive to ensure that both the setting and the volunteer find the experience enriching. To attain this, we adhere to the following.

- 1 Our equality and diversity policy is followed when selecting new volunteers. [HERE](#)
- 2 Each volunteer will be asked to complete a volunteer introduction form [HERE](#) prior to an invitation to visit for an informal interview with a senior member of the team.
- 3 We follow a Volunteer Induction Tracker [HERE](#)
- 4 All volunteers will attend an initial session at the setting to assess their suitability and for them to experience the provision prior to the need for commitment.
- 5 Usual weekly hours / days will be agreed, flexible to the needs of both the group and the volunteer.
- 6 Usual roles within the group will be agreed in accordance with the needs of the group and the abilities and wishes of the volunteer.
- 7 Volunteers will be asked to complete a medical declaration [HERE](#) and a personal details form [HERE](#)
- 8 Volunteers and students will receive the appropriate Welcome pack, the group's Welcome book, an induction booklet [HERE](#) including all key policies - the volunteer policy, confidentiality, the behaviour policy, safeguarding, food hygiene and infection control plan, Personnel golden rules and fire evacuation procedures.
- 9 All volunteers and students are encouraged to read the notice boards, check the website, like the FB page and access the newsletter to keep themselves informed of any changes within the group.
- 10 Two references will be requested which, depending on circumstances, may include a personal / school / college reference.
- 11 A photograph will be taken whenever possible to be used on the IN board.
- 12 All volunteers and students aged 16 & over, will be required to undergo an enhanced DBS check. It will be the responsibility of Colleges of Further Education to provide DBS checks for students who are placed with us. DBS checks will not normally be required for students under the age of 16 yrs.
- 13 Volunteers and students will be supervised and supported by a senior member of the team and ultimately will be responsible to the Childcare Services Manager and the Board of Trustees.
- 14 Volunteers will be enabled to document their time with us, should they wish, by maintaining a file to include as appropriate, and in negotiation with the volunteer, a self kept diary, witness statements from staff members, work plans and photographs. The volunteer may keep this document as record of their progress.
- 15 Students will be supported to experience all aspects of the daily care of children in our setting which may include working outside normal college hours
- 16 Volunteers and students will be considered as additional to the staff ratios unless the Childcare Services Manager, in liaison with the relevant senior manager, judges high competency, commitment and ongoing regularity of attendance of an individual.
- 17 Volunteers will be offered the opportunity to attend staff meetings and staff training sessions when appropriate.
- 18 Volunteers will be offered the same training opportunities as all other members of staff and will be encouraged to take up these opportunities as appropriate to their skills and aspirations.
- 19 If incurred, and with prior approval of the Childcare Services Manager, all expenses will be paid.

Policy formulated on: Oct 08
Policy last reviewed on: Nov 2021
Signed: Mananika Parke

