



Volunteer Policy

Version	Date	Resp	Changes
2020/08	Aug 2020	JMB	Rebrand
2022/04	April 2022	JMB	General reworking and to include template volunteer agreement

Cambusbarron Village Nursery

Volunteer Policy

Cambusbarron Village Nursery encourages members of our community, parents, and carers to volunteer within our service. Volunteers bring a wealth of experience, skills and talents to their role and are dependable, reliable and motivated to enhance the learning of our pupils.

The involvement of parents, carers and community volunteers will enrich the curriculum and encourage a wider understanding of our values, vision and aims.

Volunteering brings benefits to the volunteers themselves, supporting their personal development, health & wellbeing and helping them to feel included in the learning community. Volunteers may come from a wide range of backgrounds and abilities, and so we will ensure our volunteering opportunities are as accessible as possible. Volunteers are not expected to find themselves out of pocket because of their volunteering role.

We must protect children by making sure that those who volunteer and come into contact with them are suitable for this type of role. The membership scheme established by the Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Act) ensures that those who have regular contact with vulnerable groups through carrying out 'regulated work' (paid or unpaid) do not have a history of inappropriate behaviour. It excludes people who are known to be unsuitable, on the basis of past behaviour, from 'working with' children and / or protected adults and detects those who become unsuitable. Where permitted by law, we ensure that volunteers are members of the PVG scheme to ensure they are suitable for volunteering with children and we will register our interest with Disclosure Scotland to receive any subsequent information if any of our volunteers are barred from working with children in future.

This document contains information of interest to volunteers: what they can expect, what they need to know and how they will be supported to have an enjoyable, meaningful experience as a volunteer.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be under supervision at all times.

Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection, paediatric first aid (where applicable) and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times.

Induction

On commencing their volunteer work, the volunteer will be given access to:

- General information about the nursery
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.

Volunteer support

The nursery will nominate a senior member of staff who will take the volunteer through their induction and support and advise them throughout their time in the nursery.

Volunteer Agreement with Cambusbarron Village Nursery



Name of Volunteer

Address

Contact Number

Date of Birth

Name of Staff member acting as
Volunteer Support

This agreement sets out what we can each reasonably expect from a volunteering role within Cambusbarron Village Nursery. CVN appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We aim to ensure that you will find your volunteer experience a positive and rewarding one.

Please note that this is a voluntary agreement and does not constitute a contract of employment.
The following has been agreed between the above named volunteer and member of staff :

The main responsibility of the volunteer is to be a (enter description). The volunteer agrees to carry out their role to the best of their ability and within the vision, values and aims of Cambusbarron Village Nursery.

All volunteer roles are subject to an initial trial period. For this role there will be a trial period of (enter number) of weeks at the end of which you will have your first support/review session.

Support and Training

CVN agrees to fully support volunteers in their voluntary role. We will provide training to assist volunteers to meet the standards we expect and to ensure their health and safety. Volunteer Supporters will check in regularly with volunteers while they are volunteering with us. We aim to help volunteers get the most from their volunteering, allowing them to raise any issues they wish to talk about, solve problems and also to help identify any relevant training opportunities.

Expectations

Volunteers can expect communication and information from CVN on any issue that affects their role as a volunteer. They can also expect support and help from any member of the staff team. Volunteers are expected to contact the nursery if they will be absent for any reason. Any out of pocket expenses will be paid, references can be provided when volunteers leave and they will be thanked for their contribution. Volunteers can also expect to be involved in consultation and decision making processes in the school in relation to their volunteering role and asked for their opinions and ideas.

PVG Scheme Membership

Volunteer roles within CVN require PVG Scheme Membership and all volunteers agree to apply for this with support from the nursery.

Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to the Nursery or our users. We expect volunteers not to use or disclose this information to any person either during their volunteering experience with us or at any time afterwards.

Standards, Policies and Procedures

All staff working within Cambusbarron Village Nursery, whether in a paid or voluntary capacity, are encouraged to work to high standards and adopt recognised best practice where possible. Cambusbarron Village Nursery insists that volunteers follow all policies and procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children.

Emergency Contact Information

Name

Contact Phone number

Relationship to Volunteer

I, (Insert name), have read the above standards of practice and agree to follow them to the best of my ability. In addition to this, I agree to give as much notice as possible whenever I am unable to attend a session that I am expected to be at.

Signed: Date:.....