

LITTLE SPONGES MONTESSORI

VOLUNTEER POLICY

POLICY STATEMENT

We welcome volunteers to support the work of the setting. Often the help given by volunteers enables us to do additional activities with the children that might otherwise have not been possible.

Procedure

We have put in place the following procedures in relation to volunteers within the setting to ensure that the safety of the children is not compromised:

- Volunteers will be subject to DBS clearance.
- A DBS check will be carried out on all volunteers over the age of 16 years
- Volunteers are asked to provide details of two people (not relations) who can provide a written reference as to their suitability to be working with children.
- Volunteers are to only support the work of the staff and are not to be included in child:staff ratios.
- Volunteers are not to be left unsupervised with any children.
- Volunteers are not to attend to any child's personal needs (i.e. nappy changing, toileting).
- Volunteers will be provided with support from staff who has been given responsibility for them.
- Volunteers will be provided with clear guidelines as to their role and any responsibilities.
- Volunteers are asked to sign a Confidentiality Statement.