



Stoneyhill Playgroup

Charity No: SC017612

VOLUNTEER POLICY

Background

In order to maintain a safe ratio for our children attending playgroup we encourage parents to help within playgroup at snack time and during activities. We are also happy for persons to offer to help out as volunteers to gain experience in working with children for further studies and also to bring their own talents to add to the quality of service we offer.

Aim

To provide a safe practice when involving volunteers within our setting, taking into consideration the safety and needs of our children and families.

Responsibilities and roles of the Committee , Manager and Staff when working with Volunteers

To ensure that appropriate checks have been carried out on any volunteers prior to them assisting in our setting ie. Disclosure or PVG registration.

To carry out an Induction meeting and discuss our policies and procedures.

To ensure that volunteers are medically fit to assist.

To supervise interactions with volunteers and children/staff at all times.

To insist on confidentiality with our setting to protect our children and families.

Other members of staff, together with the Manager, will work alongside volunteers to mentor them in procedures and practices.

Parental Involvement

To assist with activities within playgroup under the supervision of the Manager and / or staff.

No unsupervised activities involving the children shall be undertaken by parents assisting.

No toilet duties other than with own child.

Signed: Chairperson

Signed: Manager

Date: 10/12/12