



Suitable People

Volunteer Placements

Policy statement

This setting recognises the importance of maintaining links with the community and values the contribution that volunteer helpers can make. As part of our commitment to quality, we offer placements to volunteers who may wish to lend their support or knowledge in the setting.

Procedures

- We require volunteers to meet the 'suitable person' requirements of Ofsted.
- We ask for references.
- We supervise volunteers at all times and do not allow them to have unsupervised access to children.
- We require volunteers to keep to our confidentiality policy.
- We provide volunteers, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures including child protection and the use of *mobile phones within the setting*.
- Volunteers are given information on a 'need to know' basis about children in the setting e.g. Special Educational Needs and Disabilities and Looked After children.
- If staff feel that the volunteer is not meeting the criteria of the placement then discussions with the volunteer will take place and the arrangement possibly terminated.

Review Date: September 2018