



**TOG**  
Realising Children's  
Potential

## **VOLUNTEER POLICY**

TOG embrace volunteers and value the contribution they make to providing high quality practice in early years care and education.

### **METHOD**

- Volunteering opportunities will complement rather than replace the work of paid staff.
- We provide volunteers at their first session of their placement with a short induction on how our setting is managed.
- The tasks to be performed by volunteers will be clearly defined, so that all concerned with the activities are sure of their respective roles and responsibilities.
- We require volunteers to adhere to our confidentiality and safeguarding policies and they will be asked to read and sign to confirm they have read.
- We ensure that we have a limited number of volunteers at any one time.
- Volunteers who are placed in our setting are not counted in our staffing ratios.
- Volunteers will not be required to take part in any of the personal care of the children.

### **RECRUITMENT AND SELECTION**

- Volunteers will be invited for a visit and an interview with either the Team Leader or Deputy Leader. Following a successful interview volunteers will have references requested and a DBS completed. We will keep details of this in the staff single central register.
- Written work outlines will provide an overview of the volunteer's duties.
- People who offer to volunteer will have their offers dealt with as quickly as possible.
- TOG will match the volunteer's skills, talents and interests with the voluntary work to be carried out.

### **SUPPORT FOR VOLUNTEERS**

- We will invest in an induction period for new volunteers and ask that they complete a form about themselves, to validate who they are, their suitability and fitness to work with children.
- We will provide appropriate insurance cover for volunteers.
- Volunteers will be given information on TOGs policies and procedures.
- Volunteers will be offered appropriate access to support and supervision on a regular basis and will be informed who to contact in an emergency.
- Volunteers will be offered access to training relative to their volunteering role.

TOG complaints, grievance. Whistle blowing and disciplinary procedures will be explained to volunteers and they will be informed of who to contact if they have a grievance about any aspect of their work.

**This policy will be reviewed annually.**

**Date of this review: - September 2023**

**Last Review: - September 2022**