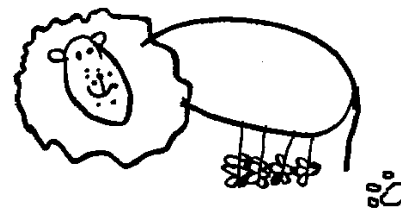


# Bristol University Nursery



## **Volunteer Policy**

This organisation values volunteers (including students) for the diverse skills and experience they bring to the setting. It recognises that volunteers should be complementary and additional to the staff group. The object of this policy is to ensure that the interests of the volunteers are met, whilst bearing in mind that the children's safety and wellbeing is paramount. The nursery undertakes that all volunteers will:

- Work under the supervision of employed practitioners.
- Be made aware of, and be expected to adhere to, our policies including Equal Opportunities, Child Protection, and Health and Safety.
- Have references taken up.
- Be DBS checked.

### **The Organisation will:**

- review suitability of applicants and capacity to offer placements.
- Give all volunteers an induction.
- Provide a worthwhile experience for volunteers, which is both rewarding, and is useful childcare experience.
- Improve outcomes for children and families through having students and volunteers working at Bristol University Nursery contributing their skills, providing a fresh perspective and by expanding reflective practice.
- Aim for staff to feel confident and proud to share their practice and champion the setting.
- Promote equal opportunities for volunteers.
- Provide on the spot support and regular scheduled supervision sessions for volunteers.
- Encourage, and where possible, enable, volunteers to undertake training.
- Keep records of volunteers' work experience and training. (This will be an aid to providing references at a later date.)
- Consult with and keep volunteers informed of possible changes.
- Provide a safe workplace and provide insurance cover against any injury caused by negligence.

### **Volunteers will:**

- Be punctual and notify staff as soon as possible if they are unable to attend a session.
- Help staff set up at the start and tidy up at the end of sessions
- Help to provide a safe, stimulating environment for children
- Ensure they always work within the organisation's Equal Opportunities policy.
- Work as part of a team and under the supervision of the practitioners.
- Help ensure that equipment is maintained and that anything damaged or dangerous is removed.

Date Policy Reviewed: March 2024