

## Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.



## 2.3 Volunteers

### Policy statement

Volunteering is the commitment of time and energy for the benefit of the Playgroup. It is undertaken freely and by choice without concern for financial gain.

The Playgroup values the distinctive contribution made by individuals who freely give their time to provide services which complement the work of employees. The Playgroup acknowledges the status of volunteers as a legitimate resource and recognises its social responsibility to develop opportunities which provide beneficial experience to volunteers and those they work with.

Volunteering should not be used to substitute for or replace the work undertaken by paid employees.

This policy recognises the contribution of volunteering in all its forms and marks the commitment of the Playgroup to promoting volunteering.

### Policy guidelines for the involvement of volunteers

#### *Preparation and planning*

- The Management committee and the Playgroup Manager will oversee the volunteering policy, in particular:
- Disseminating information about volunteering policy and the benefits of volunteering to the organisation.
- Inviting ideas for volunteer involvement from staff, service users, existing volunteers and others.
- Defining the scope of volunteering through consideration of volunteer roles and clear identification of the limits of volunteer involvement.
- Assessing the viability of proposed volunteering projects.
- Addressing the issue of job substitution and the relationship between employees and volunteers.

- Assessing the risks associated with the volunteer roles in the interests of service users, employees and volunteers.
- Ensuring the development of any procedures necessary for the management of volunteers.

#### *Support and supervision for volunteers*

The Playgroup is committed to providing suitable support and supervision to all volunteers. Volunteers may participate in the Playgroup's induction programme to familiarise them with their role, the organisation and any procedures relating to volunteers. Volunteers may be given training to enable them to develop the knowledge and skills they need to carry out their roles. The Playgroup will also consider how the wider development needs of volunteers can be met within the training it provides for its employees.

Volunteers will be properly informed about the activities to be undertaken and given all the necessary information to enable them to perform them with confidence. The volunteer will be provided with information on relevant legislation or organisational policies, for example, health and safety, child/vulnerable persons protection policies, etc. In determining the activities in which volunteers will be involved, consideration should be given to the preferences and capabilities of the volunteer and the needs of the situation. There will be a trial period which may vary depending on the form of volunteering undertaken. Volunteers will receive support and supervision on a regular basis with a named individual and be informed who to contact in an emergency if he/she is not available. Volunteers will be made to feel welcome and appreciated and where appropriate, given an opportunity to take part in decision making.

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| This policy was adopted at a meeting of   | Foundry Lane Community Playgroup Management Committee |
| Held On   | 05/01/12  |
| To be reviewed  | Annually  |
| Signed for and on behalf of Foundry Lane Community Playgroup Management Committee |   |
| Name of Signatory   | V. Whybrew  |
| Role of Signatory   | Chairperson   |

| Review Date | Reviewed By (Name) | Role        | Signed |
|-------------|--------------------|-------------|--------|
| 05/01/12    | V. Whybrew         | Chairperson |        |
| 19/06/12    | B. Angel           | Chairperson |        |
| 28.02.13    | B. Angel           | Chairperson |        |
| 31.01.15    | C. Carstairs       | Treasurer   |        |
| 10.12.16    | S. Andrade         | Chair       |        |
| 02.12.17    | J. Tanner          | Chair       |        |
| 16.12.18    | J. Stephens        | Chairperson |        |
| 09.01.2020  | J. Stephens        | Chairperson |        |
| 15.12.2020  | J. Stephens        | Chairperson |        |
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