

Volunteer Policy

At Little Acorns Montessori we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers the opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

- A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will always be supervised and will have no bathroom duties.

Disclosure & Barring Service (DBS) check

- All volunteers will have suitability checks conducted in the same way as paid employees. This will include a DBS check. These checks will be conducted at the same time as the volunteer starts their time with the nursery and will also include at least two written references.

Policies & Procedures

- Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

- Volunteers should not disclose information about the nursery, staff, children, and families as stated in their confidentiality policy and should always follow the nursery's confidentiality procedure.

Volunteer's induction pack

- On commencing their volunteer work, the volunteer will be given a pack containing:
 - General information about the nursery
 - A copy of the volunteering policy
 - A confidentiality statement which will require reading, signing, and returning to the nursery manager.
 - Details of access to all nursery relevant policies and procedures