

Volunteers

EYFS: 3.9, 3.29

At Wirral Montessori Academy, we recognise the immense benefits that volunteers bring to the academy. In return we hope to give volunteers an 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 academy. We will, however, insist that the volunteer follows all academy 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 be supervised at all times.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the academy and will also include two written references.

Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and procedures

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

Confidentiality

Volunteers should not disclose information about the academy, staff, children and families as stated in the confidentiality policy and should follow the academy confidentiality procedure at all times.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the academy
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the academy manager
- Details of access to all academy relevant policies and procedures.

Volunteer support

The academy has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the academy. Our designated officer for volunteers is **Sharon Willoughby**.

This policy was adopted on	Signed on behalf of the academy	Date for review
<i>May 2017</i>		<i>April 2018]</i>