

ALL SAINTS BEFORE & AFTER SCHOOL CLUB

Student & Volunteer Policy

Our Club believes that a placement for a student or volunteer at our Club is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club.

The Club's legal obligation in the placement of students and volunteers is to ensure that all the Club's policies are followed at all times and that all children are protected.

The Management believe that volunteers can enhance the work of the staff team to the benefit of the Club and themselves.

Volunteers will be selected in a thorough manner within any equal opportunities framework. They must be 16 years old or over and meet the suitable person requirements set by Ofsted and they are required to have an enhanced Disclosure & Barring Service check before working with children. The check will remain confidential and under the Data Protection Act (1989) the disclosure number and date of issue will be stored.

The Manager will support and supervise the student/volunteer and will act as a mentor if required. The Manager will also provide the necessary guidance and support and will ensure that they are included as a valued team member.

The Manager and volunteer will mutually agree the days and times for working. Whilst the needs of the children will be paramount when making such arrangements, the personal situation of the volunteer will be considered.

Volunteers will be kept informed of any significant management decisions, both verbally and in writing if necessary.

Also, daily opportunities will be available to communicate with staff and management, if required.

Volunteers may bring:-

- Specialist arts and craft skills.
- Sports skills.
- Business skills.
- Experience and awareness of cultures & traditions.
- Energy and imagination.
- Learning skills.
- Experience and knowledge of working with children and people with individual needs and/or impairments (Special Needs Policy).

The above are all relevant to the students/volunteers understanding of child development and playwork values.

Volunteers may gain:-

- Friendship and social contact.
- Involvement in their community.
- Closer relationship with staff.
- Play and childcare experience.
- Skills that complement life-long learning.

Volunteers have an important role to play in the Club (Staffing Policy):-

- They must not be used instead of qualified staff.
- They must not be left in sole care of the children.
- They will be responsible to the qualified members of staff on duty.
- They will be offered the opportunity to participate in staff training.
- They will be issued with the Club's Policies and Procedures documents and must work daily with them.
- Regular assessment will be held with the volunteer.
- They will be given the same access to the grievance procedures as other staff.

This Club will make the following commitments to volunteers within the setting:-

- Respect individual's wishes and principles.
- Respect confidentiality.
- Provide an induction (lead by the Manager) with clear definition of the work involved.
- Provide appropriate support and supervision and the Manager will regulate the numbers to ensure that appropriate support and supervision is given.
- Provide equal opportunities for volunteers.
- Never use volunteers in place of paid staff.
- Involve volunteers in a wide range of activities.
- Never leave volunteers in sole charge of children.
- Give volunteers an opportunity to participate in staff training and ensure that they are kept up to date with Policies and Procedures.
- Allow volunteers access to the same grievance procedures as staff.
- Volunteers will be additional to staffing ratios.

In view of these principles, volunteers should:-

- Respect confidentiality at all times.

- Familiarise themselves and always act within the Policies and Procedures of the Club.
- Let the Manager/Deputy know as soon as possible if they are unable to keep a commitment.
- Never act other than as authorised to by a member of staff.
- Observe Health & Safety Procedures at all times.
- Take any concerns to the Manager/Deputy.
- Be prepared to undergo a policy check.
- Provide references.

All staff and volunteers are required to understand and implement this Policy. The Policy is, as are all our policies, available to parents. This Policy will be reviewed annually enabling appropriate amendment and additions to be made. The designated staff member for volunteer helpers within the Club is the Manager.

This Policy was agreed and adopted by the Management Committee.

**Date:- May 2008/September 2009/January 2011/September 2013
September 2015/September 2017/September 2019/ September 2021**

Renewal Date:- September 2023

Agreed & Signed by : (Manager)

..... (Chairperson)