



# St Tudy Pre-school

## **Volunteer Support Policy**

### **Background**

A Volunteer Policy is the foundation on which St Tudy Pre-schools involvement of volunteers is based. It helps define the role of volunteers and how they can expect to be treated.

Alongside these aims, it also shows our commitment to volunteers and how volunteers will be treated with fairness and consistency in their contact with the pre-school.

### **Early Years Alliance Volunteer Policy**

“Early Years Alliance” was created to meet the needs of children and parents across England. The charity was built by volunteers and their importance is a central theme running through the whole organisation. The Alliance encourages the teamwork of volunteers and employees so that we can offer children the best services possible. Volunteers contribute their unique talents, skills and knowledge of our communities and have become powerful advocates for the charity. The involvement of volunteers from diverse communities ensures that the charity is responsive to the needs of our multicultural society.

In these ways the Alliance demonstrates its unique relationship with volunteers and this statement enshrines our commitment to their growth and development”.

### **The Alliance’s Volunteer Standards**

‘Volunteering for England’ created ten National Standards to guide how organisations can optimise the use of volunteers and ensure good practice. St Tudy Pre-school has based much of its work on the Standards and developed individual position statements against each Standard.

#### **1. Mutual Benefits** The Standard - Indicator No. 1

There is an expressed commitment to the involvement of volunteers, and recognition throughout the organisation that volunteering is a two-way process which benefits volunteers and the organisation.

#### **Position statement**

*St Tudy Pre-school believes in the importance of volunteers as a significant part of its human resources. As a consequence, volunteers will not be exploited but valued as a resource which offers benefits to the charity. In return will have opportunities to obtain something of value to themselves through friendships and personal development.*

#### **2. Support and Development** The Standard - Indicator No. 2

The organisation commits appropriate resources to working with volunteers, such as money, management, staff time and materials.

#### **Position statement**

*As part of St Tudy Pre-schools human resources, volunteers will enjoy appropriate levels of support (via an allocated mentor) and development to enable them to fulfil their role. The pre-school will therefore consider the allocation of time, money and materials as necessary to deliver this policy. This will lead to a clear code of conduct for the pre-school and the volunteer. There will be an agreed expectation recorded by both parties upon commencement of placement.*

#### **3. Diversity The Standard - Indicator No 3**

The organisation is open to involving volunteers who reflect the diversity of the local communities, in accordance with the organisation's stated aims, and operates procedures to facilitate this.

#### **Position Statement**

*The beneficiaries of the pre-schools work reflect the rich mix of society in modern Britain. Our human resources need to reflect this diversity so that we can represent the communities we serve.*

#### **4. Clarity of Role The Standard - Indicator No 4**

The organisation develops appropriate roles for volunteers in line with its aims and objectives and which are of value to the volunteers and create an environment where they can develop.

#### **Position Statement**

*Volunteers remain central to our work. Staff will work alongside volunteers equally and managers will ensure clear direction is given for volunteer responsibilities, dependent on current topics etc and ensure that volunteers are informed of what is expected of them.*

#### **5. Protection The Standard - Indicator No. 5**

The organisation is committed to ensuring that, as far as possible, volunteers are protected from physical, financial and emotional harm arising from volunteering.

#### **Position Statement**

*In looking after our volunteers, the pre-school will put in place policies and procedures that ensure our volunteers are not put at risk while undertaking their duties for the charity. We provide regular support through supervision and agree a pre-entry agreement so expectations are recorded for both parties.*

#### **6. Recruiting Safely The Standard - Indicator No 6**

The organisation is committed to using safe, fair, efficient and consistent recruitment procedures for all potential volunteers.

#### **Position Statement**

*When recruiting volunteers, the Pre-school will ensure that they have information about the opportunities open to them, and access to the policies and procedures with which the charity will comply. The charity will consistently apply its recruitment process to ensure the safest levels of volunteer recruitment. See our Staffing Recruitment volunteers and placements policy.*

**7. References** The Standard - Indicator No 7

The organisation takes a considered approach to taking up references and official checks which is consistent and equitable for all volunteers, bearing in mind the nature of the work.

**Position Statement**

*Children are vulnerable and need to be kept safe. All volunteers will need to demonstrate to the Pre-school that they are fit for the role that they are undertaking. For all roles this would require undertaking the taking up of references and the receipt of a relevant DBS check and Health declaration form.*

**8. Induction** The Standard - Indicator No 8

Clear procedures are put into action for introducing new volunteers to the organisation, its work, policies, practices and relevant personnel.

**Position Statement**

*All volunteers will receive 2 weeks induction to enable a better understanding of the pre-school and its working.*

**9. Recognition** The Standard - Indicator No 9

Everybody in the organisation is aware of the need to give volunteers recognition.

**Position Statement**

*The Pre-school will seek and take opportunities to recognise the valuable contribution made to the charity by its volunteers.*

**10. Individual Needs** The Standard - Indicator No 10

The organisation takes account of the varying support needs of volunteers and will make effective use of support, guidance and training opportunities.

**Position Statement**

These standards form a minimum code of practice that all volunteers should expect from the pre-school. However, the pre-school also recognises that everyone is unique and that support needs will vary from individual to individual.

**This policy was adopted at a meeting of:** St Tudy Pre-school

**Held on:** .....

**Date to be reviewed:** .....

**Signed on behalf of the committee:** .....

**Name of signatory:** Emma Sleeman

**Role of Signatory:** Chair, St Tudy Pre-school





# St Tudy Pre-school

## **Volunteer Guidance notes: Taking up References for Volunteers/Students**

It is St Tudy Pre-schools policy, and necessary for insurance purposes, that new volunteers in certain roles, like new employees cannot commence volunteering for the us, without at least one satisfactory reference from a previous employer/volunteer placement.

References should be sought from current and former employers/volunteer placements/school/college. Where the potential volunteer is not currently employed, you may have to take up personal references instead, but you should always try to obtain one from their most recent employer or volunteer placement. If an individual has never been in employment, then a reference should be sought from their church, college, school etc.

You should not accept pre-written references as you cannot verify their authenticity.

References confirm the decision and check factual evidence about the successful volunteer. A consideration is that obtaining written references can take time, especially around holiday periods.

References should be deemed unsatisfactory if: they are not on headed paper or do not have a company stamp, if they do not provide sufficient or the requested information on the individual, or the content raises issues or If unclear if a references is unsatisfactory or not then discussion with management committee and if necessary, OFsted will be contacted, prior to action being taken. Once received the reference should be stored in line with the Data Protection Act and alongside our Staffing Policy and Procedures.

Checklist when obtaining a reference:

- Obtain the applicant's permission to approach referees.
- Include a copy of the role description and specification for the volunteer post so the referee can relate their comments to the specific role.

Relevant contents of references:

Ask about factors which are relevant to the role e.g.

- Dates of joining and leaving, and length of service.
- Title of job or volunteering role held and the main duties and responsibilities.
- Employee / volunteer performance.
- Ask if the organisation would re-employ the person or ask the individual to return as a volunteer? if not, why not?

A sample template is attached at appendix 2.

Reference requests should be sent on headed paper and may need to be chased if the referee does not reply promptly.

A Health Declaration will be requested prior to the student/volunteers commencement. If necessary advice will be sought from Ofsted as to the student/volunteers/staff members suitability.

On-going health and suitability will be monitored at termly supervisions.

**Appendix 1**

**Checks required for volunteer roles**

<b>Role</b>	<b>Reference required (Yes /No)</b>	<b>Enhanced CRB check required (Yes /No)</b>	<b>Confirmation from volunteer that they are not an undischarged bankrupt (Yes /No)</b>	<b>Person responsible for signing off paperwork</b>
Trustees	Yes	Yes	Yes	Chair
Committee Chair	Yes	No	Yes	Manager
Committee Vice Chair	Yes	No	Yes	Chair/Manager
Committee Treasurer	Yes	No	Yes	Chair/Manager
Committee Secretary	Yes	No	Yes	Chair/Manager
Other committee Member roles	No	No	No	N/A
Divisional Council Representative	Yes – unless already received	No	Yes – unless already received	Area Manager
Locality Forum Member	No	No	No	N/A
Alliance Community Member	No	No	No	N/A
Parent Forum Member	No	No	No	N/A
Nursery Worker	Yes	Yes	No	N/A
Other roles	Dependent on role	Dependent on role	No	Check with divisional office

**Appendix 2 - Reference Request Template - Confidential - Request for Reference**

[Name] has applied for a volunteer position as [state name of position] within the Pre-school Learning Alliance and has given us permission to seek a reference from you.

We should be grateful if you could confirm details of his/her employment/volunteering dates, and supply a reference as to his/her suitability to carry out the duties in the enclosed role specification.

1. The above person was/is employed/volunteers with us as from..... to.....

	Good	Average	Poor
General character/ attitude			
Relationships with others/peers/subordinates			
Team-working			
Personal integrity and honesty			
Reliability			
Overall performance in past role(s) with your organisation			

2. Competence (state skills if appropriate):

.....  
 .....  
 .....

3. Why did the person leave?

.....  
 .....

4. Would you re-employ the person if a suitable vacancy existed or ask the individual to return as a volunteer?   
 Yes  No

5. Any other comments?

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 .....  
 .....

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