Volunteers Policy

At Muddy Puddles we recognise the immense benefits that volunteers bring to the nursery. 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 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 be supervised at all times. Volunteers (aged 17 or over) may be included in the ratios at the level below their level of study, provided that the manager is satisfied that they are competent and responsible and if they hold a valid and current paediatric first aid (PFA) qualification.

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 nursery 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 safeguarding and child protection, paediatric first aid (where applicable) 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 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 the Data protection and confidentiality policy and should follow the nursery confidentiality procedures at all times.

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 Volunteers 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.

• During the induction period, volunteers will read the main policies of the nursery including Safeguarding children and child protection, Health and safety – general policy and promoting positive behaviour policy. The designated member of staff will discuss the policies to ensure the volunteer understands and adheres to this.

Volunteer support

The nursery has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery. Our designated officer for volunteers is Heather Black.

This policy was adopted on	Signed on behalf of the nursery	Date for Review
01/03/2026	Heather Black	01/03/2027