

## **Employment**

### **2.8 Managing Volunteers**

#### **Policy Statement for St Joseph's Out of School Club**

##### **Statement of Intent**

St Joseph's Out of School Club recognises the immense benefits that volunteers bring to the setting. In return, we hope to give volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. A volunteer is not an employee and will not have a contract of employment with the Out of School Club. We will, however, insist that the volunteer follows all St Joseph's Out of School Club policies and procedures in the same manner as a paid employee, to ensure consistency and quality of care and early learning for the children.

##### **Recruitment and selection of volunteers**

All prospective volunteers should be asked to:

- Initially complete an expression of interest form [see Appendix 1].
- Take part in an informal interview to discuss reasons for wanting to volunteer, the skills and experience they can contribute and what they hope to achieve in return.
- Provide details of two references – who should not be relatives or a partner.
- Complete and Disclosure and Barring Service (DBS) check and a risk assessment where a DBS check is not required.

##### **Volunteers and DBS checks**

- Some volunteers will require a DBS check because of the frequency of their volunteering activity and the contact they have with children. Some volunteers do not require a DBS check, for example if they are accompanying a school trip out for the day/part day, or attending a school event. Volunteers without a DBS check must not be left unsupervised with children.
- An enhanced DBS check will only be required for volunteers in the following circumstances:
  - the volunteer is in the school regularly, which is defined as once a week or more, or 4 or more times in a 30 day period; and/or
  - the volunteer is unsupervised.
- DBS checks are only sent to the applicant and not the Registered Body. St Joseph's Out of School Club ensures that either the Play Leader or a Committee member sees the DBS certificate from the volunteer prior to commencement at the Out of School Club.

##### **Training, Induction and Support of volunteers<sup>1</sup>**

- Volunteers at the Out of School Club will be given training appropriate to their role.
- Volunteers are assigned a nominated member of staff for their task.
- Volunteers will be expected to adopt a professional manner at all times, and work within St Joseph's Out of School Club's existing policies and procedures. The volunteer's induction process will include an explanation of this.

##### **Insurance**

- Volunteers under direct supervision of St Joseph's Out of School Club will be indemnified against third party claims under the Out of School Club's employers and public liability insurance policy whilst volunteering for the setting.

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<sup>1</sup> See also Policy 2.2 Induction of staff, volunteers and managers

## **Management of volunteers**

All volunteers should:

- Have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken.
- Be provided with appropriate and sufficient training in undertaking the relevant activities/tasks.
- Be provided with relevant equipment/materials.
- Be provided with relevant health and safety advice/training and equipment as necessary.
- Be made aware of relevant policies and procedures, particularly those relating to safeguarding and child protection.
- Be given clear guidelines about confidentiality.

## **Confidentiality**

Volunteers are likely to become aware of confidential information within St Joseph's Out of School Club either about a child, its staff and parents. Volunteers should not disclose this information and should follow the Out of School Club's confidentiality procedure<sup>2</sup> at all times.

## **Health and Safety**

- Risk assessments should be in place for volunteers at the Out of School Club.
- Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others.
- The Play Leader and/or the Chairperson must ensure that volunteers do not undertake any activities which present a risk to their health and to others.

## **Grievances and complaints**

- Any problems arising from either side should be resolved through informal discussion.
- If the issues prove to be irreconcilable, either side has the option to terminate the agreement.
- If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties and, in some circumstances, may need to be referred to the DBS.

## **Roles and expectations**

It is important to set clear guidelines and expectations in order that the needs of the volunteer and St Joseph's Out of School Club may be met. Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering.
- An induction training programme and appropriate task related training.
- Relevant and up to date information and advice.
- To be given copies of St Joseph's Out of School Club's policies on safeguarding and child protection, health and safety and equality and diversity.

In return St Joseph's Out of School Club asks volunteers to:

- Be a positive representative of the school.
- Adhere to their task, responsibilities and commitment as agreed.
- Follow any procedures and standards explained by the Play Leader and/or Chairperson, including those relating to safeguarding and child protection, health and safety and equality and diversity.

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<sup>2</sup> Policy 1.4 Confidentiality

Unregistered staff will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by a registered member of staff.
- Change nappies whilst unsupervised.
- Be left unsupervised during outdoor play.
- Be left alone in a room for children.
- Administer medication.
- Administer first aid.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023

## Appendix 1

### St Joseph's Out of School Club Expression of interest

Thank you for expressing an interest in volunteering at St Joseph's Out of School Club.

<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Date of Birth:</b>	<b>Gender:</b>
<b>Tel No (Day):</b>	<b>Tel No (Eve):</b>
<b>Email Address:</b>	
<b>Occupation:</b> [ie. electrician, student, house person, retired etc]:	

**Please tell us (as briefly as possible) what your reasons for volunteering are.**

**Please give details of any experience that may be relevant [NB: previous experience is not always required]:**

#### Availability

Please indicate below when you are available to volunteer. We are open Monday to Friday's (term time only) from 7.45am-8.55am and 3pm-6pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

### Volunteer References

All volunteers at St Joseph's Out of School Club come into contact with children. We, therefore, require references and a Disclosure and Barring Service check.

Please give details of TWO independent referees below. If you are under 16 then please give details of ONE referee and the name of your school.

Referees MUST NOT be a family member or partner and should have known you for at least one year.

#### Referee One

<b>Name:</b>	
<b>Email:</b>	
<b>School (If under 16) including a contact number:</b>	

#### Referee Two

<b>Name:</b>	
<b>Email:</b>	

### Declaration

I have not incurred any criminal convictions nor have I committed any offences of abuse or causing harm to children, or any offence which may be relevant to my volunteering at St Joseph's Out of School Club.

I agree that the information given on this form is correct.

I give St Joseph's Out of School Club permission to contact my referees and use the information detailed above.

Signed: .....

Print name: .....

Parent/Guardian signature (if under 16): .....

Print name: ..... Date: .....

Thank you for your interest. We will be in touch soon and look forward to meeting you.

Please return this form to:

Play Leader,  
St Joseph's Out of School Club,  
Front Street,  
Nympsfield,  
Stonehouse,  
Glos  
GL10 3TY