

## **SECTION: 3 Human Resources**

### **Volunteers**

At Stanmore Montessori we recognise the immense benefits that volunteers bring to the setting. 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 setting. We will, however, insist that the volunteer follows all Stanmore Montessori 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 setting 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 Stanmore Montessori policies and procedures. The volunteer's induction process will include an explanation of this.

#### **Confidentiality**

Volunteers should not disclose information about Stanmore Montessori, staff, children and families as stated in the confidentiality policy and should follow the setting 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 setting
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the Manager.
- Details of access to all Stanmore Montessori relevant policies and procedures.

#### **Volunteer support**

Stanmore Montessori has a designated officer - **Mrs Broomhead** - who will take the volunteer through their induction and support and advise them throughout their time in the setting.