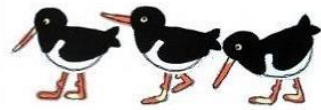


VOLUNTEERS POLICY



Oyster Bay Nursery

Draft Prepared	Sept 2025
Signed by Executive Headteacher	Ms D Hines
Signed by Chair of Governors	Nicki Mattin
Date Policy to be Reviewed	Sept 2026

Be Ready, Be Respectful, Be Responsible

Policy Statement

Volunteers at our Nursery bring with them a range of skills and experience that can enhance the learning opportunities of children in our Nursery. We welcome and encourage volunteers from the community.

The type of activities that volunteers are engaged in include:

- Accompanying Nursery children on outings
- Supporting Nursery celebrations (e.g. refreshments during our Christmas Stay and Plays/Nativity)
 - Supporting and enhancing the children's learning by sharing information about different occupations/celebrations and festivals or cultural event (e.g. doctors/nurses during 'people that help us' topic)

Becoming a volunteer

Anyone wishing to become a volunteer should contact Lynsey Rumbles. Volunteers should complete the Volunteers Information Sheet (appendix 1) with their contact details, types of activities they would like to help with and the times they are available to help.

Before starting to help in the Nursery, volunteers should complete the Volunteer Agreement (appendix 2), which sets out the school's/Nursery's expectations and asks the volunteers to confirm they have received a copy of this policy.

All visitors should wear a visitor's badge to identify themselves to staff and parents within the nursery.

Confidentiality

Volunteers in Nursery are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/meet should be voiced with Laura Rogers (Lower School Assistant Head) or Ms Debra Hines (Executive Headteacher) and not with parents of the children/person outside school. If it is a comment which a child makes which gives rise to concerns, then the designated person; Mrs Debra Hines (Executive Headteacher) should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the Nursery does or says should raise the matter with staff.

Supervision

All volunteers work under the supervision of the Preschool Teacher or Room Leaders they are assigned to. Teachers or Room Leaders always retain responsibility for the children, including the children's behaviour. Volunteers should have clear guidance from the Room Leaders about room expectations. Volunteers are encouraged to seek further advice/guidance from the Teachers/Room Leaders in the event of any query/problem regarding children's understanding or behaviour. Room Leaders will assign a group to volunteers that doesn't include their own child or a family relation.

Health and Safety

The Nursery has a Health and Safety Policy, and this is made available on request to volunteers working in the school. Teachers/Room Leaders ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation and lockdown procedures) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Room Leader or Nursery Manager.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

- All volunteers are given a Volunteer Policy and asked to sign a Volunteer Agreement (appendix

2).

- To always ensure the safety of pupils, if you are helping more than four times in a month you will require an Enhanced DBS Disclosure.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping during an outing, no formal checks are carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our 'Off Site Visit Agreement' (appendix 3).
- A member of staff must always accompany visitors in the Nursery while in the building, at no time should a visitor be left alone with a child unless specific circumstances arranged previously with the manager.
- Any person visiting/working on the premises will be made aware of the mobile phone and camera policy.

Complaints Procedure

Any complaints made by or about a volunteer will be referred to the Executive Headteacher for investigation.

The Executive Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer e.g. helping with another activity or in another class
- Inform the volunteer that the school no longer wishes them to help.
- The full complaints procedure is available from the Headteacher.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed every three years and updated in line with new guidance from the DfE.