



Volunteers Policy

Spice Childcare 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.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with Spice Childcare. We will however insist that the volunteer knows all the setting's procedures in the same manner as a paid employee to ensure consistency and quality of care and early learning for the children.

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 get the most out of their decision to volunteer and enhance their performance in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the setting's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers are likely to become aware of confidential information within the setting either about the children, its staff and parents. Volunteers should not disclose this information and should follow the setting's confidentiality procedure at all times.

Induction

On commencing their volunteer work, the volunteer will be given an induction. This will include general information about the setting, a copy of this volunteers policy, a confidentiality statement which will require reading, signing and returning to the manager and details on how to access all the setting's policies and procedures.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	