

NETHER GREEN JUNIOR AFTER SCHOOL CLUB

Volunteering policy

Policy Statement:

At NGJASC we aim to be an integral part of the community, working closely with the school, families and local businesses. This includes adults and children from our community who would like to volunteer. The reason for this, could be to achieve DofE awards, gain work experience or to volunteer with us, in aims of getting a paid position.

Procedure:

Volunteers under the age of 18.

- Volunteers will be asked permission to include their full name in our info letter at the start of each half term, so parents are aware of who is working within our setting.
- Volunteers are never left alone with our children and do not have authority over them. They are there to assist play and help staff/children with tasks.
- Volunteers under the age of 18 will be past students of our school or a relation of the NGJASC community (committee, families, staff).
- When applying to start with us, NGJASC will usually speak to the lead safeguarding officer within the school (headteacher) to find out if they have any concerns about this child helping to care for our children e.g. past aggressive behavior, bullying etc. We will also check our incident records.
- Volunteers over the age of 16 will be asked to complete a DBS check.
- Parents have to right to formally ask NGJASC to withdraw a volunteer from the setting if they believe that the volunteer may cause harm to their child (must be in writing, with a reason). They are notified of volunteers starting via the info letter. We will do our best to meet the needs of the volunteer's placement as well as the parents request – for example, swapping the volunteers day, if we have no reason to believe they would cause harm to our children at the club. Ultimately if a compromise cannot be made, then the volunteer will be withdrawn from their placement. A reference will be given by the manager. We will not directly tell the volunteer where the complaint came from, as to protect our customers at NGJASC.
- **Volunteers will be asked to partake in the whole session starting from when they finish school, even if their minimum requirement is less, from example 1 hour (DofE bronze). We can be slightly flexible depending on circumstances and the volunteer's performance within the club.**

Volunteers over the age of 18

- Volunteers will be asked permission to include their full name in our info letter at the start of each half term, so parents are aware of who is working within our setting.
- Volunteers are never left alone with our children and do not have authority over them. They are there to assist play and help staff/children with tasks.
- Volunteers over the aged of 18 will write a letter as to why they would like to volunteer with us.
- We will seek 2 references for all adult volunteers from credible sources, as we would do our paid staff. Volunteers can only start with us once these have been sorted.
- Volunteers will also be asked to complete relevant Safeguarding training.
- We will apply for and wait for a volunteering criminal records check from the disclosure and barring service before volunteer can regularly start – may have induction session before.
- Parents have to right to formally ask NGJASC to withdraw a volunteer from the setting if they believe that volunteer may cause harm to their child (must be in writing with reason). They are notified of volunteers starting via the info letter. We will do our best to meet the needs of the volunteer's placement, as well as the parents request – for example, swapping the volunteers day if we have no reason to believe they would cause harm to our children at the

club. Ultimately if a compromise cannot be made then the volunteer will be withdrawn from their placement. A reference will be given by the manager. We will not directly tell the volunteer where the complaint came from, as to protect our customers at NGJASC.

- Adult volunteers will be asked to work 3.05-6.05pm like regular staff or possible 7.15am to 8.45am if volunteering at breakfast club.
- Adult volunteers will not assist in toileting matters.

All volunteers are expected to stick to our club policies and any breach of these, may lead to dismissal from the setting. Volunteers report to the manager or Deputy.

This policy was adopted by	NGJASC	name of setting
Held on	Feb 2021	(date)
Date to be reviewed	Feb 2022	(date)
Signed on behalf of the management committee		
Name of signatory	Tammy Nelson	
Role of signatory (e.g. chair/owner)	Manager	