



## Volunteer Management Policy

### Introduction

Pavilion Pre School (Aigburth) CIO is committed to providing a high-quality learning environment for young children, and we recognize that volunteers play an essential role in supporting our mission. This policy sets out the framework for the management of volunteers at our preschool. It aims to ensure that all volunteers are well supported, equipped, and work in a safe and effective manner that benefits both the children and the organisation.

### Purpose

The purpose of this policy is to:

1. Ensure that volunteers are recruited, trained, and managed effectively.
2. Create a safe environment for children and volunteers alike.
3. Comply with legal requirements and best practices for volunteer management in an educational setting.
4. Establish clear guidelines for volunteer roles, expectations, and responsibilities.

### Definitions

A volunteer is defined as an individual who offers their time and services without financial compensation for the benefit of the preschool, its children, and the wider community.

### Recruitment of Volunteers

#### 1. Equal Opportunities

We are committed to diversity and encourage volunteers from all backgrounds to apply. Volunteers are selected on the basis of their skills, experience, and suitability for the roles available.



## 2. Application Process

All volunteers must complete an application form and provide relevant references. The preschool will undertake a recruitment process that includes:

- Interviews to assess the volunteer's suitability.
- Enhanced Disclosure and Barring Service (DBS) checks, in line with safeguarding requirements, to ensure the safety of the children.

## 3. Role Descriptions

All volunteers will be provided with a clear role description, outlining the specific duties and expectations for their position. These roles may include assisting with daily activities, outings, supporting children with special educational needs, helping with administrative tasks, or aiding with events and fundraisers.

## 4. Induction and Training

Every volunteer will undergo a thorough induction, which includes:

- A briefing on the preschool's policies and procedures, including safeguarding and health and safety.
- An introduction to the staff, children, and the preschool environment.
- Relevant training on child protection, first aid, and any other training deemed necessary for the role.

## Volunteer Expectations and Responsibilities

### 1. Professionalism and Conduct

Volunteers are expected to:

- Maintain a professional approach and adhere to preschool policies at all times.
- Treat all children, staff, and other volunteers with respect and kindness.



- Be punctual and reliable.
- Ensure confidentiality, particularly in relation to children and their families.

## 2. Safeguarding

Volunteers must adhere to the preschool's safeguarding policy. This includes:

- Reporting any concerns regarding the safety or welfare of a child immediately to the designated safeguarding lead.
- Not being left alone with children unless appropriately supervised.

## 3. Health and Safety

Volunteers must follow the preschool's health and safety procedures, including:

- Familiarizing themselves with fire evacuation procedures.
- Ensuring that they report any accidents or incidents involving children or themselves.

## 4. Boundaries and Relationships

Volunteers should maintain appropriate boundaries with the children. This includes:

- Avoiding any physical contact that is not necessary for the role.
- Not engaging in private communications with children outside the preschool setting.
- Avoiding sharing personal contact information with children or their families unless explicitly required for their role.

## Supervision and Support

### 1. Supervision

Volunteers will be assigned a designated staff member who will provide



support, guidance, and supervision throughout their time at the preschool. The staff member will check in regularly with the volunteer to address any concerns or questions.

## 2. Feedback and Development

Volunteers are encouraged to provide feedback on their experiences and any areas for improvement. Staff will conduct regular reviews to assess the volunteer's satisfaction with their role and address any issues that arise.

## 3. Recognition

We value the contributions of our volunteers and regularly acknowledge their efforts through informal thank-you events, written recognition, and other means.

## Termination of Volunteer Roles

### 1. End of Role

Volunteers may choose to end their role at any time, and we ask for notice to be given where possible. The preschool reserves the right to end a volunteer's role if their actions or behaviour are deemed incompatible with the preschool's mission, policies, or values.

### 2. Disciplinary Action

If a volunteer's conduct is considered inappropriate or violates preschool policies, the volunteer will be informed of the concerns, and an investigation will be conducted. If necessary, disciplinary action may include termination of the volunteer role.

## Health and Safety

### 1. Accident Reporting

Volunteers must report any accidents or incidents involving themselves or others to the designated safeguarding lead or a member of staff immediately. An incident form will be completed and stored securely.

### 2. First Aid

Volunteers will be provided with basic first aid training. In the event of an accident, first aid should be administered as required, and if necessary,



emergency medical services should be contacted.

### 3. Insurance

Pavilion Pre School (Aigburth) CIO has appropriate public liability insurance that covers volunteers while they are volunteering within the preschool setting.

## Confidentiality

Volunteers are required to respect the confidentiality of all information regarding children, staff, and families. This includes not discussing any personal details or observations outside of the preschool setting.

This policy was adopted in September 2025.

It will be reviewed annually or as required.

Last updated: 11.09.25

Signed by Chair of Trustees: .....