



Volunteers at Blackwood Primary ELC



At Blackwood Primary ELC we recognise and value the support from those who volunteer within the nursery. Volunteers are not required to be PVG checked as long as they are not left alone with any children. Although volunteers are not paid employees and will not have a contract of employment with the ELC, we will, however, insist that the volunteers follow all procedures in the same manner as paid employees to ensure consistency, safety, quality of care and early learning for the children. The ELC appreciates greatly the extra support provided by volunteers. It is important that you feel welcome and valued. If you have any concerns that this may not be the case, we welcome feedback, which may assist us to improve arrangements in the future. Please discuss any concerns you may have with any member of the Senior Management Team.

Volunteers should not:

- Change children's nappies or clothes
- Administer first aid
- Be in the children's toilet area
- Be left alone with any children

Volunteer Champion leads

R. Lennox & F. Marshall

It is the responsibility of the above named persons to ensure volunteers are aware of their volunteering role, nursery policies and procedures and that these are complied with. This will be included within an induction process where volunteers are required to sign an agreement.

Confidentiality

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

Agreement

I agree with Blackwood Primary ELC Policy for volunteers and have had an induction process. I am now familiar with/know that:

- What is and is not required of me and the help I will be providing
- The importance of confidentiality

- I will not be left unattended with any children and will be supervised at all times
- The nursery policies and procedures

Volunteers Name: _____

Volunteering basis: _____

Volunteers Signature: _____

Date: _____