

VOLUNTEERS/STUDENT POLICY

Calthwaite Nursery is responsible for ensuring that any volunteers/students are suitable, both mentally and physically to care for children, and that they have the appropriate experience, skills and ability to be involved in the out of school childcare setting.

Calthwaite Nursery aims to ensure that all opportunities afforded to volunteers/students are considered on an equal basis.

Potential volunteers/students need to apply through the Manager and/or the Chairperson of Calthwaite Nursery Management Committee.

Calthwaite Nursery Committee will implement the following procedures in relation to involving volunteers/students in the Nursery/Breakfast/After School Club:

- All volunteers/students will be required to complete a Volunteer/Student Record Form
- Any volunteers/students involved in the out of school club on a regular basis i.e. every week for a period of more than 2 weeks, will be required to complete a DC2 and will be subject to a satisfactory Disclosure.
- Volunteers/students will not have unsupervised access to the children unless they have completed a DC2 and have had a Disclosure
- Volunteers/students under 17 years of age will be supervised at all times and will not be counted in the adult:child ratios
- All volunteers/students will be subject to an induction period to familiarise them with the way that the out of school club operates, and will be given a full copy of the out of school club's policies and procedures

VOLUNTEER RECORD FORM

Volunteers name:

Address:.....

Post Code:

Tel No: Mobile:

Date of birth:

Length/details of voluntary work:

Number of weeks:

Days of the week: Mon Tues Wed Thurs Fri

Start date: Finish date

Additional information:

Details of previous experience working with children:

Do you have a current Disclosure? Yes No

I declare that the information in this form is, to the best of my knowledge, correct.

Signed:

Date: