

General Welfare Requirement:

Suitable People: providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Documentation: Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

Volunteering Policy

Policy statement

Lake Street Nursery welcomes and values volunteers. All volunteers will be given a brief induction to the setting when they start. This policy summarises a number of key points relating to volunteering in this setting.

In addition to this policy please also see our Safeguarding and Equality and Diversity Policies.

Procedures

- Nursery would not be able to run without the help of volunteers: all our Management Committee Trustees are volunteers
- Lake Street Nursery values all volunteers. Volunteers participate in a number of ways:
 - As Management Committee Members.
 - As Parent Helpers.
 - As regular session helpers, (e.g. as a community volunteer, for work experience).
- All regular volunteers must be DBS checked by Nursery, even if they hold a valid DBS check for another role or position. If they belong to the update service checks can be carried out quickly. . I.D must also be verified and the setting will usually require references.
- The setting holds a record of all regular volunteers (name, address, confirmation of ID check, DBS number and status)
- Any parent helper who helps more than 3 times within a calendar month must also be fully checked.
- Parents are asked to provide donations of snack foods for the children and are encouraged to sign up to help at the setting once or twice each term.
- All other volunteers should not be out of pocket in providing their help and skills. Reasonable expenses, where agreed, will be reimbursed where receipts can be provided (see below).

- Regular volunteers (e.g. Committee) will be asked to sign a declaration to indicate that they understand their responsibilities and roles. This includes access to reading this and other policies such as safeguarding and equality and diversity.
- Parent helpers should be briefed at the start of each of their session by the Manager or Supervisor. This briefing should include their role during that session as well as a reminder with regard to security, confidentiality and safeguarding.

Management Committee

Anyone expressing an interest in volunteering to become a new member of the Management Committee should be invited to attend a monthly committee meeting as an observer and be given as much information as possible about the setting. This should be the responsibility of the Committee Chair or Secretary

Management Committee members are elected annually at the setting's AGM in accordance with the Constitution.

When a person is elected to the Management Committee, they become a trustee of a registered charity (charity number 1174863). New trustees must be given a copy of setting's Constitution and all trustees must sign a declaration of suitability and a disqualification by association disclaimer.

Members of the Management Committee work together as a team to run the setting. Some members of the committee are elected at the AGM to do specific jobs, such as Secretary, Treasurer or Chair (this is required under the Constitution), but all the trustees have a duty to understand their responsibilities and should be familiar with the Charity Commission booklet 'The Essential Trustee – What You Need To Know'. This should be given to new trustees in advance of their first meeting along with copies of policy documents, minutes of previous meetings and accounts.

An experienced member of the committee will be assigned to any new trustee to act as a mentor and ensure that the current business is fully explained.

Duties and Responsibilities

In summary the Management Committee members as trustees must:

- Ensure that Nursery complies with charity law and the requirements of the Charity Commission and complies with any other laws affecting the activities of the setting e.g. EYFS requirements, Health & Safety and Employment legislation.
- Be familiar with the rules and objects of the constitution and abide by them.
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets. Where trustees are required to make a decision that affects the personal interests of one of the trustees that person should not be present at any discussion or vote on the matter.
- Ensure that the charity is and will remain solvent by keeping informed of the Setting's activities and financial position.
- use funds wisely, and only to further the purposes and interests of Lake Street Nursery

- Avoid undertaking activities that might place Lake Street Nursery property, funds, assets or reputation at undue risk and take special care when investing funds.
- Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that Nursery is well-run and efficient.
- Get external professional advice on all matters where there may be material risk to the setting, or where the trustees may be in breach of their duties.

To fulfil these responsibilities properly, members of the Management Committee should make sure that they keep up to date with what the Nursery is doing and in practice this means attending regular Management Committee meetings.

Personal Liability of Trustees

Good management of Nursery is essential: Management Committee members could be held personally and individually responsible in theory if Nursery incurs debts and losses however if members have acted in good faith, worked within the constitution and taken appropriate professional advice where necessary they will be protected by Clauses 8.2 and 12.1 of the constitution and by insurance. Conversion to CIO status has also reduced liability.

Other Volunteers

Lake Street Nursery actively welcomes and encourages volunteers. Volunteers may have children attending the setting or they may come from the wider community. There are various ways in which volunteers help:

- Delivering newsletters and publicity flyers for events
- Decorating
- Gardening
- Spring cleaning
- Helping run or organise events
- Using specialist knowledge to contribute to specific issue
- Applying for grants and donations

All volunteers will receive an appropriate degree of training (usually talking the work through with someone). In addition, Lake Street Nursery policies covering Health and Safety, Child Protection/Safeguarding and Equality and Diversity apply to our volunteers and will be covered in training or induction and policies such as the Staff and Volunteer Code of Conduct.

Inappropriate Volunteering

If the behaviour of a volunteer is considered to be inappropriate by staff, parents or committee, it should be reported immediately to the Manager who may, with the agreement of an officer of the management committee, ask the volunteer to leave the building immediately. A range of alternative actions may be applied; a quiet word may be sufficient, but further steps will follow the staff disciplinary process. If the volunteer is the parent of a child at the setting the procedures set out in the constitution may be invoked and this may lead to suspension of a child's place...

Volunteer Expenses

Volunteers are not paid for the work they do and make a gift of their valuable time – they are certainly not expected to give their money too. Volunteers should always be reimbursed for expenses they incur working for Lake Street Nursery and a culture of not claiming genuine expenses should not be encouraged as it could deter people on a low income from volunteering. These expenses include the cost of childcare where necessary to attend meetings, travel expenses, and postage and telephone costs if working from home. These expenses must be reasonable and supported by a receipt and any claim over £20 should be approved by the Committee in advance of spending.

Many volunteers also spend their own money on behalf of Nursery for instance by making major purchases on the internet for equipment or doing the shopping. These are not strictly speaking volunteer expenses and again any single item of expenditure over £20 must be authorised by the Committee. The expense will be reimbursed on production of a receipt.

Further guidance

- This document is intended to provide guidance only. In addition to the documents already referred to the following websites provide more information and the administrator will help with internet access if necessary
- The Charity Commission - www.charity-commission.gov.uk
- Community Matters - www.communitymatters.org.uk
- Pre-School Learning Alliance – www.psla.org.uk

This policy was reviewed at a meeting of	Lake Street Nursery and Pre-School CIO	name of setting
Held on	<u>14 June 2018</u>	(date)
Date to be reviewed	<u>June 2018</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Catherine Morey</u>	
Role of signatory (e.g. chair/owner)	<u>Manager on behalf of the Trustees</u>	