



Martlesham Playschool, At Gorseland School, Deben Avenue,  
 Martlesham, IP5 3QR  
 Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,  
 Kesgrave, IP5 2EN  
 Tel : 01473 625986  
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**PLEASE DO NOT REMOVE**

**VOLUNTEER POLICY**

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to volunteers wishing to undertake early years qualifications and training.

We aim to provide for volunteers with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Volunteers are welcomed into the playschool on the following conditions:

- We require volunteers to meet the 'suitable person' requirements of Ofsted and that DBS checks are carried out before commencement.
- The volunteer(s) and the play leader(s) will agree in advance the sessions which the volunteer will attend.
- Volunteers shall be supervised by the play leader and have meetings to discuss any problems or issues.
- We ensure that trainees and volunteers placed with us are engaged/will be engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- The needs of the children are paramount. Volunteers will not be admitted in numbers which hinder the essential work of the playschool.
- We provide volunteers with an induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- Any information gained by the volunteers about the children or other adults in the playschool must remain confidential. Volunteers will be given a copy of our Confidentiality Policy to read and adhere to.
- Unless registered as fit persons, volunteers will not have unrestricted access to children.
- On the volunteers first day we will ask them to complete an emergency contact form which will then be kept in the contacts file in the filing cabinet.

This policy was adopted at a meeting of	<b>Martlesham &amp; Kesgrave Playschools</b>	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)