

**Volunteer, Work Experience Placement, and Agency Staff Policy**

Reviewed November 2024

**Statement of Intent**

Brislington Village Pre-school values volunteers and agency staff for the diverse skills and experience they bring to the setting. It recognises that volunteers/agency staff should be seen as complementary and additional to the staff group.

**Aims**

This policy aims to ensure that the interests and well-being of the volunteers and agency staff are met while keeping in mind that the children’s safety and well-being are paramount.

**Methods**

We will ensure that volunteers/agency staff are properly integrated into the setting and not introduced to replace paid staff.

We expect that staff at all levels will work positively with volunteers/agency staff and, where appropriate, will actively seek to involve them in their work.

We recognise that volunteers and agency staff require satisfying work and personal development and will seek to help volunteers/agency staff meet these needs.

Volunteers and agency staff will be given a thorough induction to the setting, work they will be doing as well as health and safety, etc.

All volunteers and agency staff are covered by the settings Employer’s Liability and Public Liability insurance.

All volunteers and agency staff will be shown our Safeguarding Children policy and will be required to work within it.

No volunteer or agency staff will be left alone with a child. A paid member of staff will be present at all times.

If a volunteer or agency staff have any problems, they should talk to a member of staff.

Relevant checks will be carried out on all volunteers which may include DBS checks and references taken up if appropriate. For agency staff, we will check that their agency has carried out the appropriate checks.

This policy was adopted on the 1st September 2015

Reviewed November 2024

This policy should be read in conjunction with our:-

Confidentiality policy

Safeguarding policy

Smoking, Alcohol and Drugs Policy

Whistleblowing policy

Although under constant review, an overall review has been set for **September 2025**