Beetley and District Preschool

Registered Charity: 1181636

Use of Volunteers

Purpose

At Beetley & District Preschool, we value the contribution that volunteers can make to the Preschool and to children's experiences.

Volunteers may be welcomed where their involvement benefits the children or supports the work of the Preschool. All volunteers must be suitable for the role they are undertaking and must work in accordance with our safeguarding and other relevant policies and procedures.

The welfare of children is our first responsibility, and safeguarding arrangements apply equally to adults who work with us on a paid or unpaid basis.

Safeguarding and Welfare

All volunteers must understand that they are in a position of trust and have a responsibility to safeguard and promote the welfare of children.

Volunteers are expected to:

- follow our Safeguarding arrangements and Code of Conduct
- report any concerns about a child promptly to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead
- report concerns about the behaviour of an adult working at the Preschool in accordance with our safeguarding and whistleblowing arrangements
- maintain appropriate confidentiality
- follow our Mobile Phones, Digital Photography and Social Media arrangements
- raise any questions or concerns about safeguarding with the Preschool Manager, DSL or DDSL

Volunteers will be provided with appropriate safeguarding information and guidance for their role.

Suitability and Checks

Volunteers will be considered on an individual basis. Before a volunteer works with children, we will consider the nature and frequency of their role and any checks or other suitability arrangements that are appropriate.

Where a volunteer undertakes regulated activity with children, the appropriate DBS and barred-list requirements will apply. The removal of the supervision exemption from 1 September 2026 means that some activities carried out by volunteers who are supervised may now constitute regulated activity where the relevant frequency requirements are met.

Occasional volunteers who do not undertake regulated activity will not automatically require a DBS check solely because they visit or assist at the Preschool. Appropriate supervision and safeguarding arrangements will be put in place according to the circumstances.

Induction

Volunteers will receive an appropriate induction before beginning their role.

This will include information about:

- the Preschool and its daily routines
- the expectations of the volunteer
- safeguarding and child protection
- confidentiality
- health and safety
- emergency procedures
- any other information relevant to their role.

Where appropriate, volunteers will be provided with information or resources to support them in understanding their responsibilities.

Volunteers will be expected to ask if they are unsure about any aspect of their role or the Preschool's procedures.

Supervision and Role

Volunteers will be appropriately supervised according to the nature of their role and experience.

Volunteers must not undertake responsibilities beyond those agreed with the Preschool Manager or other appropriate member of staff.

Volunteers will not be used to cover staff absence or to meet the required staff-to-child ratios unless they meet all applicable EYFS requirements for inclusion in those ratios. The current EYFS framework permits students and long-term volunteers aged 17 or over to be counted in ratios only where the provider is satisfied that they are suitable, competent and responsible and they hold a valid and current paediatric first-aid qualification.

The Preschool will always ensure that appropriate staffing arrangements are in place to meet the needs and safety of the children.

Confidentiality and Professional Conduct

Volunteers must respect the confidentiality of children, families and staff.

Information learned through volunteering at the Preschool must not be discussed outside the setting or shared with others unless this is necessary and appropriate as part of safeguarding or another legitimate Preschool responsibility.

Volunteers must follow our professional conduct, safeguarding and data protection arrangements.

Committee Members

Committee members contribute their time and skills to support the management and development of the Preschool.

Committee members who visit or assist within the Preschool are subject to the same safeguarding expectations as other volunteers.

Committee members are not used to cover staff absence or to fulfil staff-to-child ratios unless they meet all applicable EYFS requirements for doing so.

Expenses

Where volunteers incur agreed out-of-pocket expenses as part of an authorised Preschool activity, these may be reimbursed in accordance with the Preschool's arrangements.

Related Policies

- Safeguarding
- Staffing and Employment
- Safer Recruitment
- Code of Conduct
- Confidentiality and Client Access to Records
- Data Protection
- Mobile Phones, Digital Photography and Social Media
- Responsibilities of Staff in an Emergency

Monitoring and Review

This policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or Preschool practice make this necessary.

- **Policy reviewed on:** 30th July 2026
- **Next review due:** 30th July 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)