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**The Brislington Village Pre-school Ltd Volunteer, Work Experience Placement and Agency Policy**

**Statement of Intent**

The 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**

The aim of this policy is to ensure that the interests and well-being of the volunteers and agency staff are met, whilst bearing in mind that the children’s safety and wellbeing is paramount.

**Methods**

We will ensure that volunteers/agency staff are properly integrated into the setting and that they are 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 through 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.

This policy was adopted on the 1st September 2015

Reviewed September2018

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 2019**