Volunteer Agreement Policy

Ourmission is to support the delivery of quality care and early learning for children.

**At Dickory Dock nursery** we encourage and welcome volunteers. This agreement sets out the standards between a volunteer and the organization.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement, nor is it intended to create an employment relationship between us.

**Referees**

We require you to provide two referees. We may also require you to be checked by the Disclosure and Barring service.

**Your role as a volunteer**

The task that you will be asked to undertake as a volunteer are: ***Day to day care for the age range with the children they are working with, care giving, adhering to routines, basic tidying and cleaning up.***

**What you can expect from us**

**Dickory Dock Nursery** will provide you with

* An introduction to the organisation and your volunteering role within it
* Training and support related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
* You will be allocated a member of staff who will offer regular supervision with you
* A review of your volunteering role after [three/six] months. This will normally be carried out by your supervisor
* Personal liability insurance to cover you while you are fulfilling authorised volunteer work
* Injury insurance for injuries incurred while fulfilling your authorised volunteer work

**What we expect from you**

We will discuss with you the amount of time that you are willing to commit to volunteering. If, for any reason, you will not be available, we would be grateful if you could let us know as soon as possible.

**Confidentiality**

In the course of your volunteering you will come across confidential information about the organisation, its staff, its clients and third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

**Policies**

You will abide by **Dickory Dock Nursery** Safeguarding, Health and Safety, Equal Opportunities Anti-Bribery and Whistleblowing policies. These can be found **office/*in the documents that have been given to you*.**

**Feedback**

Regular supervision meetings will be planned and give you and your supervisor an opportunity to share feedback.

We always welcome any ideas to further support the quality of the setting/performance of your duties or ways in which we can meet our objectives as an organisation. Please feel free to share these at any times with your supervisor/nursery manager.

If you have any concerns during your time volunteering please discuss these with your supervisor and/or nursery manager. Any safeguarding concerns should be shared immediately as set out in the child protection and safeguarding policy.

**Termination**

Either you or the organisation can terminate this agreement with or without notice at any time.

I agree to abide by the terms of this volunteer agreement.

Signed …………………………………………………. Date …………………………….

Name……………………………………………………

Signed …………………………………………………. Date …………………………….

On behalf of **Dickory Dock Nursery**…………… Name………………………..