

Volunteers Policy

Policy Statements

Volunteers can make a positive contribution to the life of the nursery, both in facilitating our running and in providing positive experiences for children

Volunteers are known as Nursery Helpers

All nursery helpers require a clear enhanced CRB check. Where possible this will be done in advance of starting a placement with us. Where this is not possible, such volunteers will only work under supervision. Failure to provide an enhanced check will result in a removal of the right to volunteer.

Undertaking a voluntary session is a condition of receiving a subsidised nursery place for Trinity College

Arrangements for volunteering

Potential nursery helpers will discuss their involvement informally with the manager and agree a suitable session. Every effort will be made to offer opportunity to volunteer within the helpers preferred times. However, this may not always be possible and as such we might require volunteers to be flexible in the times that they can accommodate.

Before beginning in the nursery, helpers will be given a copy of the nursery policies and information on the shape of the nursery day. After familiarising themselves with these documents, volunteers will be asked to sign a 'nursery helper's agreement' (see appendix).

Enhanced CRB clearance will usually be sought in advance of a person starting a voluntary role. If this is not possible then helpers will work in a supervised capacity whilst their CRB check is being processed.

All helpers will be offered opportunity for an annual review with a member of the nursery staff.

Subsidised places

Trinity college students (or partners) who undertake a regular weekly volunteering session (which will usually comprise of a morning, afternoon or lunch-time duty) are eligible for a subsidised place for each child, apart from those in receipt of a nursery education grant (which the nursery administers) or other substantial benefits. The subsidised rate is revised annually in accordance with forecast costs and demand. Subsidies remain at the discretion of the manager and executive director and can be withdrawn with four weeks' notice.