

Volunteer Agreement

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

At Little Bees Nature Preschool/Beaufort Community Association Childcare 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 tasks that you will be asked to undertake as a volunteer are:

- Support children in their play and maintain high standards of care and safeguarding.
- Support staff within the setting
- Support with the cleanliness of the setting
- If requested, support with small admin or housekeeping tasks.

What you can expect from us

Little Bees Nature Preschool/Beaufort Community Association Childcare 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
- An allocated member of staff will offer regular supervision with you
- A review of your volunteering role after **3** 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
- Reimbursement of your expenses, where applicable. The organisation does not want you to be disadvantaged financially as a result of your volunteering. It will therefore provide you with your travel and subsistence expenses in line with our Finance Regulations. All expenses must be submitted using the prescribed form, with receipts, to the manager.

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 **Little Bees Nature Preschool/Beaufort Community Association Childcare** the Safeguarding children and child protection policy, Health and safety – general policy, Inclusion and equality policy, Anti-Bribery policy and Whistleblowing policy. These can be found **in the folder at the desk.**

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 or the 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 and/or the setting manager.

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

Name of volunteer

Signed Date

On behalf of **Little Bees Nature Preschool/Beaufort Community Association Childcare** Name.....

Signed Date