

# **BASK Adult Volunteers and Visitors Policy**

## **Volunteers**

At **BASK** we recognise the immense benefits that volunteers can bring. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

### **Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with BASK. We will however insist that the volunteer follows all BASK procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

### **Protecting Vulnerable Groups (PVG) registration**

All volunteers will have suitability checks conducted in the same way as paid employees. This will include PVG registration. These checks will be conducted before any volunteer starts at BASK and this will also include two written references.

### **Training**

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

### **Policies and procedures**

Volunteers are expected to comply with all BASK's policies and procedures. The volunteer's induction process will include an explanation of this.

### **Confidentiality**

Volunteers should not disclose this information about BASK, staff, children or families as stated in the confidentiality policy and should follow BASK confidentiality procedure at all times.

### **Volunteer's induction pack**

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about BASK

- A copy of this volunteering policy

- A confidentiality statement which will require reading, signing and returning to BASK manager (See appendix 1)

Details of access to all relevant BASK policies and procedures.

### **Volunteer support**

BASK has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in BASK. Our designated officer for volunteers is **the manager**.

### **Visitors**

At **BASK** we aim to protect the children in our care at all times. This includes making sure any visitors to BASK are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Care Inspectorate inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone policy.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within BASK. A member of staff must accompany visitors to BASK at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### **Security**

Staff must check the identity of any visitors they do not recognise before allowing them into BASK. Visitors must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building

All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander

Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within BASK should be the only people allowing external visitors and parents entry.

BASK will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

## **Appendix 1: BASK Adult Volunteer Agreement**

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

*BASK* encourages and welcomes volunteers. This agreement sets out the relationship between a volunteer and the organisation.

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 be checked by the PVG scheme. We also require you to provide two referees.

### **Your role as a volunteer**

The tasks that you will be asked to undertake as a volunteer are: assisting in activities with children and supporting staff in their duties as requested.

### **What you can expect from us**

*BASK* 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 **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 that may be 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 be expected to follow *BASK*'s policies and procedures. These can be found in the documents that have been given to you.

### **Ideas and problems**

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your

supervisor. You may run into problems when performing your duties. You should discuss any complaint or problems with your supervisor. Your supervisor will discuss with you any issues that he/she may have with your work.

**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.....

On behalf of BASK

Signed .....  
.....

Date

Name.....

Position .....

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<b>This policy was adopted on</b>	<b>Signed on behalf of BASK</b>	<b>Date for next review</b>
<i>13 July 2021</i>	<i>Andy McEwing</i>	<i>July 2026</i>