



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 4.06

Updated 29th April 2016

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Volunteer Policy

The Dell welcomes volunteers, recognising the contribution of energy, skills and/or knowledge they can make to the Club. We wish to assure volunteers of our appreciation and will do the best we can to make volunteering with us as enjoyable and rewarding as possible. The Dell respect the skills, dignity and individual needs of the volunteer and does its best to meet them.

Volunteers who work with the Dell are to be treated as part of the Dell team and invited to attend staff and other relevant meetings.

The Dell Equal Opportunities policy applies to volunteers as well as all others providing and using the Dell services. Recruitment and induction procedures are the same for volunteers working with the children as for employees. Volunteers have to complete an application form, two references are taken up and DBS and other checks required by Ofsted are carried out.

Volunteers are to be given a job description and specifically advised of the named supervisor by whom they will be supported and to whom they are responsible.

Volunteers are to be encouraged to enter into a volunteer agreement with the Dell. This will include details of the duration and timings of the volunteer arrangement.

Volunteers are to be reimbursed expenses as follows:

- Out of pocket disbursements on production of receipt or completed claim form.
- Travel expenses to and from training or other special meetings requested to attend.
- Childcare expenses if required to carry out the role.
- Volunteers (irrespective of age) are not counted in our staff-to-child ratio.
- Fees in relation to volunteer DBS checks

Where the Dell receives applications for a high number of volunteer placements or where staff shortages make it difficult for us to accommodate volunteers, then notice of 4 weeks will be given by the Dell to terminate the volunteer agreement.

Policy adopted: 1 April 2003

Approved by:

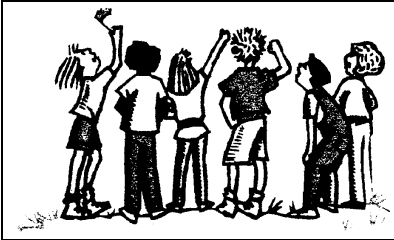
Co-ordinator

Chair

Review Date:

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We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



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