73. Volunteer Agreement

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

At Ridgemount Cottage Nursery Schoolwe 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:

* Supporting staff with the general day to day running of their room-RL to provide jobs and direction
* Engaging in activities with the children
* Sitting with/talking to the children at mealtimes
* Offer planning ideas or suggestions on procedures that you think maybe more effective with fresh eyes

**What you can expect from us**

**Sharon Burrows** 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 three months. This will normally be carried out by your supervisor
* 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 Ridgemount Cottage Nursery SchoolSafeguarding, Health and Safety, Equal Opportunities Anti-Bribery and Whistleblowing policies. Some can be found on our website but you will have a pack e-mailed out 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 **Ridgemount Cottage Nursery School** Name………………………..