



**BROUGHTON MANOR
PREPARATORY SCHOOL**
BELONG • CREATE • ACHIEVE

Policy reviewed by: Viv Thompson Director of Education & Safeguarding

Signature: *Viv Thompson*

Version: v9.0

Policy actioned from: 1st September 2026 **Review date:** 08.2027

Please note: 'Provider' refers to Chatsworth Schools; Nursery or Setting refers to the nursery & 'parents' refers to parents, guardians and carers.

POLICY AMENDMENT

Date	Key Amendments	Version Number	Reviewed by
01/09/24	Policy approved for Nurseries	v7.0	VT
01/09/25	Policy reviewed	v8.0	VT
01/09/26	Policy reviewed	v9.0	VT

Volunteers/ Students Policy

At our nursery we recognise the immense benefits that volunteers and students bring to the nursery. In return we hope to give volunteers and students 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 the nursery. We will, however, insist that the volunteer follows all nursery 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 and will all be subject to a Disclosure and barring certificate check prior to attending the setting.

Status of Students

A student is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the student follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Students will be supervised at all times and will all be subject to a Disclosure and barring certificate check prior to attending the setting.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers and students will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the nursery and will also include two written references. Students will not necessarily be enhanced DBS checked as they will not be in regulated activity nor do we offer long term student placements

Training

Volunteers & students will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid (where applicable) 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 & students are expected to comply with all the nursery's policies and procedures. The volunteer's & student's induction process will include an explanation of this.

Confidentiality

Volunteers & students should not disclose information about the nursery, staff, children and families as stated in the Data protection and confidentiality policy and should follow the nursery confidentiality procedures at all times.

Volunteer's & Students induction pack

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

- General information about the nursery
- A copy of the this policy

- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.
- During the induction period, volunteers & students will read the main policies of the nursery including Safeguarding children and child protection, Health and safety – general policy and Promoting positive behaviour policy. The designated member of staff will discuss the policies to ensure they are understood and adhered to.

Volunteer/ Student support

The nursery has a designated person who will take the volunteer/student through their induction and support and advise them throughout their time in the nursery.

Our designated person for volunteers & students is our Nursery Manager.

Interpretation

In this policy, the term “senior manager” means the Nursery Manager and their designated deputies.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is St Botolph Building, 138 Houndsditch, London EC3A 7AR. Any enquiries regarding the application of this policy should be sent to the above address.