



SIMPLY PENDOYLAN

VOLUNTEER CODE OF PRACTICE

Simply Pendoylan values the contribution volunteers make in supporting children, staff and the wider setting. Volunteers complement the work of paid staff and are not used to replace employees.

The Club will:

- Recruit volunteers in line with safer recruitment procedures, including obtaining references and an enhanced DBS check where required.
- Ensure volunteers under the age of 18 are supernumerary to the required staff-to-child ratios and are supervised at all times.
- Provide an induction appropriate to the volunteer's role, including safeguarding, health and safety, confidentiality, behaviour management and relevant Club policies.
- Provide a clear role description and ensure volunteers understand their responsibilities and boundaries.
- Allocate a named member of staff to provide supervision, guidance and support.
- Provide any training necessary for volunteers to carry out their role safely and effectively.
- Promote equality, diversity and inclusion, treating all volunteers with dignity and respect.
- Ensure appropriate insurance cover is in place.
- Reimburse agreed out-of-pocket expenses where applicable.
- Investigate fairly and promptly any concerns or complaints raised by or about volunteers.

Volunteers will:

- Work under the direction and supervision of staff at all times and follow the Club's policies and procedures.
- Safeguard the welfare of children by reporting any concerns immediately in accordance with the Club's safeguarding procedures.
- Maintain confidentiality in relation to children, families, staff and Club information.
- Treat everyone with respect and promote equality, inclusion and positive behaviour.
- Follow health and safety procedures and work within the limits of their role.
- Carry out only those duties for which they have been authorised or trained.
- Notify the Club as soon as possible if they are unable to attend an agreed session.

All volunteers are expected to uphold the Club's values and contribute to providing a safe, inclusive and positive environment for children. Volunteers remain under the supervision of the responsible person and must not be left in sole charge of children.