

CHEDDINGTON BABY AND TODDLER GROUP

POLICY ON VOLUNTEERS

Statement of intent

Cheddington Baby and Toddler Group is a group of Mums/Dads/Carers who meet together with their children. We are committed to working with children and their parents/carers to ensure the safety of the children who come to the Group.

This policy refers to volunteers who help at the Group, but are not parents/carers of children who attend.

As an organisation using the Criminal Records Bureau (CRB) to assess a volunteer's suitability for a position of trust Cheddington Baby and Toddler Group complies fully with the CRB Code of Practice and undertakes to treat all potential volunteers fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.

This policy is based on the fact that the children at the Group are brought by and supervised by their own parent/carer.

Please also refer to our Health and Safety Policy and Safeguarding Children Policy.

Aims

To ensure parents/carers are aware of this policy.

To promote at the Group a child's right to be safe from any harm.

To ensure that any volunteers at the Group who are not parents/carers are CRB checked.

To treat volunteers fairly and to make them aware of this policy and the existence of the CRB Code of Practice.

Methods

Volunteers who are not parents/carers of children present at the Group are informed of the need to carry out a check with the Criminal Records Bureau (CRB) and will be asked to give their consent for the check to be carried out.

Where a check is carried out, we guarantee that this information is only seen by the Committee.

Where volunteers are asked not to help at the Group because of information that has been disclosed following this check, they have the right to know and to challenge incorrect information.

Having a criminal record will not necessarily bar someone from becoming a volunteer with us. This will depend on the circumstances and background of the offence, given that the person will have contact with children.

Disclosure information is kept securely by the Chairperson and is not passed to anyone who is not entitled to see it. It is only used for the specific purpose for which it was requested and is not kept for any longer than is necessary (generally for a period of no longer than six months). Once this time period has elapsed the information will be shredded or destroyed by secure means.

A record is kept of visitors to the Group.

Parents are kept informed of any volunteers who start to help at the meetings.

At least one member of the Committee attends every meeting and is able to supervise any volunteers and ensure that they do not have unsupervised access to the children.

Parents are able to raise any concern they have with the conduct of a volunteer with any member of the Committee. The matter will be discussed at the next Committee meeting and a decision taken about any action that needs to be taken.

Policy agreed by the Committee – April 2009

Signed: _____ (Chairperson)