Parent Volunteer Agreement and Policy

V1.0 (Draft for Audit)

Date: November 28th 2025

Parent Volunteer Agreement & Policy

Part 1: Policy Statement and Safeguarding

1.1 Policy Statement

Little Wonders encourages and values parental involvement to enrich the children's educational experience (PPES Section 5.3). This policy ensures that all parental volunteering operates within strict safeguarding guidelines and enhances, but never replaces, the duties of the employed staff. Volunteering is a partnership built on trust (*Amana*) and mutual respect (British Values).

1.2 Safeguarding Requirements

- **Supervision is Mandatory:** Volunteers are **never** left unsupervised with children. They must be supervised by a named, qualified member of staff at all times.
- **Designated Roles Only:** Volunteers may only engage in clearly defined activities (e.g., reading, helping with a craft activity, assisting on an outing) and **must not** take on the duties of a Key Worker or be counted in the mandatory staff-to-child ratios.
- **Confidentiality:** All volunteers must sign a declaration agreeing to maintain absolute confidentiality regarding anything they observe, hear, or learn about any child, staff member, or family.
- **Vetting and Induction:** All parent volunteers must complete an initial meeting with the Manager and receive an **Induction** covering:
    - Basic safeguarding and whistleblowing procedures.
    - Emergency and fire evacuation protocols.
    - Adherence to the PPES Handbook.
- **Termination of Agreement:** The nursery reserves the right to terminate the volunteer agreement immediately if there is a breach of safeguarding, confidentiality, or if the arrangement is deemed disruptive to the children's learning or well-being.

Part 2: Parent Volunteer Agreement

I, the undersigned parent/carer, have read, understood and agree to adhere to all terms of the ***Parent Volunteer Agreement & Policy*** regarding my involvement in Little Wonders Nursery.

Parent/Carer Name: _____

Child's Name: _____

2.1 Confidentiality and Conduct Declaration

I agree to the following mandatory commitments:

- I will treat all information regarding children, staff and families as strictly confidential and will not discuss it outside of the nursery setting.
- I understand I must never be left alone with any child and will remain under the supervision of a named staff member at all times.

- I will adhere to the Little Wonder's Code of Conduct, promoting kindness (*Rahmah*) and respect (*Adab*) in all interactions.
- I agree to immediately report any safeguarding concern or incident I witness to the Designated Safeguarding Lead (DSL).

Parent/Carer Signature: _____ Date:_____

2.2 Nursery Management Authorization

Authorised by (Manager Name):_____

Manager Signature: _____ Date Authorised: _____