



The **Daffodil** Project CIC

Volunteer Policy

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1. Policy Statement

The Daffodil Project CIC values the contribution of volunteers in supporting children with special educational needs and disabilities (SEND). Volunteers bring additional skills, experiences, and diversity that enhance the quality of provision. This policy ensures volunteers are recruited, supported, and supervised in line with safeguarding and legal requirements.

- Recognises the importance of volunteers.
 - Ensures safe, structured, and supported volunteering.
 - Aligns with safeguarding and equality commitments.
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2. Responsibilities

- **Director:** overall responsibility for recruitment, induction, and supervision of volunteers.
 - **Safeguarding Lead:** ensures volunteers comply with safeguarding requirements and receive appropriate training.
 - **Volunteers:** follow all policies, procedures, and staff guidance.
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3. Recruitment and Selection

Volunteers will be recruited fairly and transparently. Safer recruitment principles apply to ensure the safety of children. This includes application forms, interviews (where appropriate), and reference checks. Enhanced DBS checks will be carried out where volunteers work directly with children.

- Transparent recruitment process.
 - Application and interview (as required).
 - At least two references collected.
 - Enhanced DBS checks for direct work with children.
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4. Induction and Training

Volunteers will receive an induction covering the Centre's values, safeguarding responsibilities, health and safety requirements, and relevant policies. Training may be provided depending on the role.

- Induction on safeguarding, health & safety, and policies.
 - Role-specific training provided where necessary.
 - Volunteers supervised until confident in their role.
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5. Safeguarding and Child Protection

Safeguarding is paramount. Volunteers must follow The Daffodil Project CIC's Safeguarding Policy at all times. Any concerns about a child must be reported immediately to the Designated Safeguarding Lead (DSL). Volunteers must never promise confidentiality to a child.

- Volunteers follow safeguarding procedures.
 - Concerns reported immediately to DSL.
 - No confidentiality promises made to children.
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6. Confidentiality and Data Protection

Volunteers may have access to sensitive information. They must maintain strict confidentiality and comply with GDPR requirements. Breaches may result in termination of the volunteer arrangement.

- Maintain confidentiality of all information.
 - Follow GDPR and data protection rules.
 - Breaches may lead to removal from volunteering.
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7. Supervision and Support

Volunteers will be supervised by staff at all times when working with children. Regular check-ins will be provided to review progress, address issues, and support development.

- Always supervised when working with children.
 - Regular check-ins with staff or manager.
 - Ongoing support available.
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8. Conduct and Behaviour

Volunteers are expected to act professionally, respecting children, families, staff, and the ethos of The Daffodil Project CIC. Any misconduct may result in immediate termination.

- Professional and respectful behaviour required.
 - Misconduct may end volunteering immediately.
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9. Expenses

Reasonable out-of-pocket expenses (e.g., travel) may be reimbursed with prior approval and receipts.

- Volunteers can claim reasonable expenses.
 - Receipts required.
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10. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or best practice changes.

- Reviewed annually.
- Updated as required.

11. References

- Employment Rights Act 1996 (for distinction between staff and volunteers)
- Data Protection Act 2018 / UK GDPR
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (2018, updated 2023)
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Signed:

Magdalena Van De Voort



Director, The Daffodil Project CIC

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