



Early Learning and Childcare Centre

## **VOLUNTEER POLICY**

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

### **Standard 3: I have confidence in the people who support and care for me.**

#### Compassion

3.7 – I experience a warm atmosphere because people have good working relationships.

#### Be included

3.12 – I can understand the people who support and care for me when they communicate with me.

#### Responsive care and support

3.14 – I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.19 – My care and support is consistent and stable because people work well together.

### **Standard 4: I have confidence in the organisation providing my care and support**

#### Compassion

4.3 – I receive care and support where all people are respected and valued..

#### Responsive care and support

4.11 – I experience high quality care and support based on relevant evidence, guidance and best practice.

#### Wellbeing

4.23 – I use a service and organisation that are well led and managed.

4.24 – I am confident that people who support and care for me have been appropriately and safely recruited.

Ferryfield recognises that Volunteer help can make an appropriate and significant contribution to our work and service.

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to bring benefits to the local community. In this sense, Volunteers are to be distinguished from students, other work placements and seconders, where the primary aim is usually for them to obtain certain work experience or to carry out work or research in certain areas.

## **Principles**

- In appointing Volunteers, Ferryfield will adhere to the following principles:-
  - Volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were carried out by paid employees whose posts have since been deleted.
  - Volunteers will not be used to do the work of paid staff during an industrial dispute.

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Scottish Charity Number SC002153

## Expenses

- Volunteers may not receive payment for any reason.
- Out of pocket expenses may be reimbursed if a volunteer has been asked to represent Ferryfield at an event or meeting.

## Insurance

- Volunteers will be covered by Ferryfield employers public liability insurance.

## Training and Involvement

- Volunteers are expected to be involved and included in general staff activities, such as cleaning and staff meetings.
- Volunteers are entitled, subject to availability, to undertake training courses relevant to their work with Ferryfield.

Adopted by the Committee .....

Date .....

August 2019